

INTER-DISTRICT POSTING

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GROVEPORT MADISON BOARD OF EDUCATION JOB DESCRIPTION

Position: HS Band

Reports to: High School Principal

Employment Status: Regular/Full-time

Date: April 9, 2025

Description: Provide an effective performing arts education to students; duties include all aspects of the band organization, auditions, programming and rehearsing all music for ensemble performances at concerts, assemblies, contests, civic performances and festivals

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Implement a program of instruction that meets the individual needs, interest, and abilities of the students
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the student
- Convey academic expectation and goals to the students at the outset of instruction in a documented and understandable fashion
- Review testing/assessment data to provide intervention and make adjustments to daily instruction
- Employ a variety of scientifically based instructional methods, techniques and tools to provide students with 21st century learning opportunity
- Supervise students who are testing out of courses
- Encourage students to set and maintain standards of classroom behavior
- Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establish clear objectives for all lessons, units, projects and the like to communicate these objectives to students
- Review state required test data and other assessment data; provide intervention and adjust instruction based on this data
- Employ a variety of instruction techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
- Strive to implement by instruction and action the district's philosophy of education, goals, and objectives, and the plans and priorities set forth by the district
- Assess the accomplishments of students on a regular basis and provide progress reports as required or requested
- Identify the learning problems of students on a regular basis, based on classroom observation or other classroom assessment, and seek the assistance of district specialists in this diagnosis as appropriate
- Implement all policies and rules governing student life and conduct, and, for students under his/her supervision, develop reasonable rules of behavior and procedure, and maintain order in the classroom in a fair, just manner in keeping with the district code of conduct
- Perform such non-teaching duties and record-keeping responsibilities as assigned by the principal
- Attend and participate in staff meetings, and in special education committee meetings and intervention assistance team meetings as requested by the principal
- Plan and supervise purposeful assignments for supplemental teachers, teacher aides, and volunteers, and provide feedback on the performance of such personnel when requested
- Develop and follow an individual professional development plan as approved by the Local Professional Development Committee
- Make regular parent contacts through scheduled appointments on conference periods/conference days, written communications, Progress Book, phone calls, interim reports, and grade reports
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans

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- Maintain accurate and complete records as required
- Provide guidance to students to promote their educational development
- Attend parent/teacher conferences
- Collaborate with colleagues
- Attend educational field trips
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Provide complete lesson plans for substitute
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Assist the administration in implementing all procedures and rules governing student life
- Follow the scope and sequence of the instructional program as defined in the Board of Education-approved courses of study
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- Demonstrate knowledge of subject matter and present clear, complete and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Organize and direct student performance productions
- Prepare students for performances and/or contests as applicable
- Schedule numerous related events, including performances, camp and clinic arrangements, field trips and award programs as appropriate
- Arrange for photo opportunities
- Organize and coordinate fund raising activities
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required
- Teach students using sound instructional practices
- Refer students suspected of learning difficulties to the intervention assistance team
- Notify parents if student is not meeting goals
- Observe ethics of the teaching profession
- Ensure students are learning all subject material by testing or quizzing on a regular basis
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Must be present at all practices and performances
- Coordinate music with drama in special seasonal programs and graduations
- Oversee, coordinate and teach music for all musical assemblies
- Select appropriate music for each grade level
- Keep abreast of current music and trends in the arts
- Promote good public relations by personal appearance, attitude and conversation
- Distribute homework assignments

Other Duties and Responsibilities:

- Promote good public relations
- Attend educational field trips
- Serve on committees and cocurricular activities as agreed upon
- Discipline students when necessary
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Perform other duties as assigned by the Building Principal or designee
- Establish and maintain cooperative professional relationships
- Assist in the selection of textbooks, equipment, and other educational materials as applicable

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- Participate in committees, study teams, and cocurricular activities as agreed upon
- Participate in intervention assistance team meetings as applicable
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current on relevant issues
- Supervise student teachers
- Counsel, advise, encourage, and motivate students
- Basic first aid
- Audition prospective students for musical productions
- Assist in planning and writing the comprehensive arts curriculum, and attend meetings on its integration
- Flexible to change with new State requirements (e.g. - Flex Credit Educational Options, etc.)

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- Appropriate State of Ohio certifications/license
- Prior teaching experience is preferable
- BCII/FBI clearance
- Pupil Activity Supervisor Permit (Band/Choir)
- Such alternatives to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge in all areas related to program activity
- Basic skills in equipment repair and maintenance as applicable
- Skills in public speaking
- Knowledge of academic area and teaching methodology
- Training in varied instructional design
- Skills and knowledge in equipment preparation/operation
- Use of basic hand tools, e.g., hammer, screwdriver, pliers
- Variable technology use, i.e., laser disk, grading software, etc.
- Computer/word processing skills
- Ability to stay up to date with new technology

Equipment Operated:

- Interactive white board
- Document camera
- Camcorder
- Wireless slate
- Digital camera
- Tape recording equipment
- Amplifying equipment
- Prop construction
- Computer
- Printer
- TV
- VCR/CD or DVD player
- Copy machine
- Calculator
- Fax machine
- Overhead projector

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- Telephone
- Soundboard and speaker systems
- Tools for key adjustment (Band)
- Mouthpiece pullers (Band)
- Reed adjusting tools (Band)

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional evening work
- Occasional travel, e.g., attending workshop outside of district
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds

Terms of Employment:

Per contract with the Groveport Madison Local Board of Education. Groveport Madison Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex, or the presence of disabilities.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

PERSONNEL INTERESTED IN BEING CONSIDERED FOR THIS POSITION MUST APPLY IN WRITING TO MARK TRACE MARK.TRACE@GOCRUISERS.ORG NO LATER THAN 4:00 P.M. FRIDAY APRIL 11, 2025.