



CERTIFICATED POSITION POSTING

TO: All Staff
FROM: Nate Artino, Principal
DATE: January 31, 2025
RE: Instrumental Music Teacher, Assistant Band Director-High School

POSTING DATE: January 31, 2025

POSTING PERIOD: January 31, 2025 through February 6, 2025
APPLICATION DEADLINE February 6, 2025 at 3:00 p.m.
Nate Artino, Principal
Bellevue High School
200 Oakland Avenue
Bellevue, Ohio 44811
nate.artino@bellevueschools.org

POSITION(S): Instrumental Music Teacher, Assistant Band Director-Bellevue High School

ANTICIPATED STARTING DATE: 2025-26 School Year

ADDITIONAL INFORMATION: 184 days plus 5 extended service days

ESSENTIAL FUNCTIONS: See attached Job Descriptions

ADDITIONAL QUALIFICATIONS/INFORMATION:

- All applicants must adhere to the following:
 - Bellevue City School District Board Policy
 - State and/or Federal guidelines/regulations
 - BEA Agreement
 - Ohio Department of Education regulations
 - Valid Ohio Teaching Certification in specified areas
 - Highly Qualified Teacher Status
 - Applicant agrees to fulfill all supplemental contracts that relate to the instrumental music teaching position as they are applicable
- Vacancy shall be filled as determined by the Superintendent's judgment of applicant's qualifications
- The Superintendent reserves the right to determine whether or not to fill the vacancy
- All assignments will be made by the Superintendent pursuant to O.R.C. 3319.01
- No applicant will be considered without the following items submitted in writing:
 1. Written narrative letter of application specifying why position is desired
 2. Other information pertinent to job vacancy and completed job application on file
- Internal candidates will be granted an interview as per negotiated agreement

The Bellevue City School District does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its education programs, activities, and employment practices.

CC: All Principals

BELLEVUE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: TEACHER

File 306

Reports to: Principal or assigned supervisor

Job Objective: Plans, implements and assesses student learning experiences.

Minimum Qualifications:

- Valid state department of education license/certificate as determined at the time of appointment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Demonstrates the ability to use technology equipment/systems associated with job functions.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits consistent, impartial and resourceful problem-solving skills. Interprets information accurately.

Evaluates options thoroughly. Develops reasonable solutions to resolve issues.

- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets mandated health screening requirements following a conditional offer of employment.

NOTE: Position requires successful completion of blood-borne pathogen/communicable disease child abuse/neglect training as a condition of employment. Duties may require traveling between classrooms and sharing classroom space as needed to meet the educational needs of students.

Essential Functions:

1. Teaches assigned classes/subject matters as scheduled. Plans/implements lesson plans aligned with state standards/district curriculum goals.

- Communicates program objectives/performance expectations to students/parents and staff.
- Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals. Prepares instructional materials. Arranges the classroom for instruction.
- Uses a variety of assessments to evaluate learning styles and academic needs of students.
- Develops educational experiences and varies instructional techniques to effectively engage and advance student learning. Sustains educational environments that promote high levels of student learning/achievement. Actively collaborates with staff. Shares effective instructional strategies.
- Uses formal and informal assessment strategies to manage student learning and monitor progress.
- Collaborates with staff to identify/resolve problems that impede student learning. Ensures student assessment methods and planning activities are objective.
- Follows district protocols to safeguard student information shared with staff and/or referral sources.
- Provides opportunities for all students to participate in an inclusive educational environment.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students better understand themselves, make appropriate choices and grow academically.

Promotes cultural awareness, self-reliance, critical-thinking and creativity skills.

- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Evaluates student achievement/performance. Prepares progress reports.
- Proctors state/district testing activities as directed. Upholds mandated security procedures.
- Requests a student evaluation when a learning need is evident. Assists with the multi-factored evaluation (MFE) process. Meets mandated paperwork time lines.
- Plans/implements student intervention strategies that produce tangible evidence-based benefits within specified time-frames. Monitors intervention efficacy to improve outcomes.
- Ensures that student lists and teaching materials are readily available for substitutes.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Pursues the continuous advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Values parent input and strives to keep student's stakeholders informed.

TEACHER

Page 2 of 2

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in staff meetings, conferences and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Keeps current with professional advances associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Provides appropriate supervision. Implements effective pupil management procedures.
 - Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem.
- Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District.

The Bellevue City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: March, 2012

**BELLEVUE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: ASSISTANT MARCHING BAND DIRECTOR

File 414

Reports to: Principal and Marching Band Director

Job Objective: Helps direct the marching band program. Promotes school pride.

Minimum · Program specific skills substantiated by training/work experience.

Qualifications: · Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.

- Demonstrates the ability to use technology equipment/systems associated with job functions.
- Duties may require working irregular hours and/or a non-traditional schedule.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits consistent, impartial and resourceful problem-solving skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets mandated health screening requirements following a conditional offer of employment.
- Position may require an Ohio School Van Driver Certificate, a Pupil Activity Supervisor Permit, CPR, first aid and/or other training as a condition of employment.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.). Position requires successful completion of blood-borne pathogen/communicable disease training as a condition of employment.

Essential 1. Provides direction, support and accountability to help students benefit from program
Functions: participation. Pursues ongoing program improvements.

- Collaborates with the marching band director to develop a unified performance program.
- Helps develop half-time shows, spirit day activities, parades/civic event performances, etc.
- Helps refine performance concepts (e.g., visual effects, interpretive movement, props, etc.).
- Helps communicate program objectives/performance expectations to stakeholders.
- Assists with the development of a program schedule and outline of activities.
- Attends financial in-service training to keep current with accounting procedures as directed.
- Helps conduct a risk assessment. Implements safety precautions. Responds to emergencies.
- Implements procedures that promote the correct use and care of program resources.
- Assists with the ordering, distribution, collection, and refurbishing of band uniforms
- Stores materials properly. Keeps track of school equipment assigned to students.

- Encourages active student participation. Publicizes program information. Verifies the accuracy of mail, news releases, posters, etc., prior to public release.
- Helps plan/direct program activities. Keeps the band director informed about emerging issues.
- Helps qualify students for participation. Maintains the integrity of the selection process.
- Informs students about personal responsibilities. Verifies authorized fees have been paid.
- Helps verify all required medical authorization forms are filed and readily available. Teaches safety measures to prevent injuries. Documents all injuries that require treatment.
- Coordinates warm-ups and synchronized marching instruction. Supervises performances.
- Helps coordinate off-season activities (e.g., practice schedules, training clinics, etc.).
- Ensures program activities are self-sustaining except when authorized by the administration.
- Helps students develop fundraising proposal (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for district approval. Supervises assigned fundraising activities.
- Ensures student activity accounts (e.g., receipts, expenses, etc.) are suitable for audit.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Helps provide direction and facilitates the work of the music boosters association.
- Promotes collaboration and facilitates student involvement in community service projects.
- Facilitates participation in board-approved local, regional and/or national competitions.
- Helps arrange student transportation for sanctioned activities. Supervises participants during trips.
- Promotes respect for program participants. Plans/attends recognition events.
- Helps verify participants have fulfilled all requirements for awards/recognition certificates.
- Provides opportunities for stakeholders to critique program activities. Implements improvements.
- Helps clean-up/restore shared resources/facilities following program activities.

ASSISTANT MARCHING BAND DIRECTOR

Page 2 of 2

- **2. Exemplifies professionalism and fosters goodwill to enhance the district's public image. Contributes to an effective and positive work/learning environment. Completes all assigned duties.**
- **Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.**
- Encourages community participation in school-sponsored activities.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- **3. Maintains open/effective communications. Serves as an information resource.**
- **Actively participates in staff meetings, conferences and other required school activities.**
- **Prepares/maintains accurate records. Submits required paperwork on time.**
- **Provides prompt notification of personal delays or absences.**
- **Refers district policy interpretation questions to an appropriate administrator.**
- **Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.**
- **Uses diplomacy/self-control when dealing with other individuals. Respects diversity.**
- **4. Pursues opportunities to enhance professional performance.**
- **Keeps current with professional advances associated with work assignments.**
- **Maintains applicable credentials. Complies with all state licensure requirements.**
- **Updates skills as needed to use available task-appropriate technology effectively.**
- **Works toward mastery of individualized development/performance goals as directed.**
- **5. Takes precautions to ensure safety. Helps manage/eliminate risks.**
- **Provides appropriate supervision. Implements effective pupil management procedures.**
- **Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem. Follows district protocol and state law when inappropriate behavior is encountered.**
- **6. Performs other specific job-related duties as directed.**
- **Assists with unexpected/urgent situations as needed.**

· **Helps implement workplace initiatives that advance district goals.**

Working Conditions: **Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:**

- **Balancing, bending, climbing, crouching, kneeling, reaching, or standing.**
- **Exposure to adverse weather conditions and temperature extremes.**
- **Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.**
- **Exposure to blood-borne pathogens and communicable diseases.**
- **Interacting with aggressive, disruptive and/or unruly individuals.**
- **Lifting, carrying and moving work-related supplies/equipment.**
- **Operating and/or riding in a vehicle.**
- **Traveling to meetings and work assignments.**

Performance Evaluation: **Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District.**

The Bellevue City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: March, 2012