

# MAPLE HEIGHTS CITY SCHOOLS

5740 Lawn Avenue

Maple Heights, Ohio 44137

## Official Notice of Vacancy from the Personnel Department

Posting Date: November 11, 2025

Openings for 2025-2026 School Year

**Position Title:** Band/Music Teacher: High School

**Job Details:** 188-day prorated contract (Full-time), 7.5 hours per day  
Competitive salary and benefits based upon experience and placement on the Board of Education approved salary schedule for the Maple Heights Teacher Association.

**Qualifications:**

- Bachelor's degree in a relevant teaching area is required
- 2 years of band teaching experience desired but not required
- Marching /Concert band experience desired but not required
- Current State certification/licensure in appropriate teaching area
- Knowledge of State Standards
- Proficiency in MS Office and Google Suite
- Successful completion of federal and state criminal background checks
- Ability to use discretion in managing confidential information
- High quality written and verbal communication skills
- Experience in an urban school setting

**Overview:** Maple Heights City Schools is seeking a highly qualified **Band Teacher** dedicated to providing a superior education for all students. The ideal candidate will join a diverse staff of passionate education professionals, eager to create an inspiring and nurturing learning environment that prioritizes student engagement and achievement.

The **Band Teacher** is expected to develop in each student an appreciation of the art of music as part of a general culture; to teach techniques of vocal and/or instrumental music expression; to help students discover and develop talents in the field of music; to help students develop knowledge and skills in listening to and reading music. This position is a split position between the high school and middle school. (**Detailed job description available on Applitrack**)

Those interested in applying must submit an application through **Applitrack** found at [www.mapleschools.com](http://www.mapleschools.com) under Department/Personnel.

Please address all electronic correspondences to Tajuana N. Hunnicutt, Director of Personnel.

**Application Deadline for the position: Until Filled**

THE MAPLE HEIGHTS BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, RELIGION, AGE, HANDICAP, OR NATIONAL ORIGIN IN THE EDUCATIONAL PROGRAMS AND ACTIVITIES WHICH IT OPERATES. **NOTE: Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Maple Heights City School District Personnel Office at 216-587-6100.**

  
Olympia Della Flora, Superintendent

# **MAPLE HEIGHTS BOARD OF EDUCATION**

## **JOB DESCRIPTION**

<b><u>Title:</u></b>	Middle School/High School Instrumental Music Teacher
<b><u>Department:</u></b>	Music
<b><u>Building/Facility:</u></b>	Maple Heights City Schools
<b><u>Reports To:</u></b>	Principal
<b><u>Overview:</u></b>	Provide instruction in instrumental music through which an understanding and appreciation for the act of music may be attained; organize classes of instrumental music students and develop organizations which perform written music in a manner that will foster knowledge and enjoyment of music

**Note:** The below lists are not ranked in order of importance

### **Basic Functions:**

- Teaches skills in music appreciation, harmony, and explorations in music, instrumental music (band, orchestra, instrumental ensemble) and/or choral music (chorus, choir, choral ensemble) to students. Utilizes standards established by the State's Department of Education and other appropriate learning activities.
- Plans a balanced music program, and organizes daily class time so that preparation, rehearsal and instruction is accomplished within the allotted time.
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- Attend meetings and in-services as required
- Promote positive public relations by interacting tactfully and diplomatically with staff, students, parents, and public
- Project a positive image through professional appearance, attitude, and conversation
- Serve as a role model for students by acting as a responsible, intelligent citizen
- Ensure safety of students
- Maintain respect at all times for confidential information, e.g., student evaluations, parent communication, health and emotional problems
- Enforce and comply with all Maple Heights Board of Education policies and procedures
- Performs all assigned duties in a complete, accurate, and timely manner
- Teach and evaluate the students using sound instructional practices
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Maintain accurate, complete and correct records as required
- Provide guidance and counsel to the students which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Ensure students are learning all subject material by testing or completion of projects
- 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
- Follow the scope and sequence of the instructional program as defined in the courses of study which have been approved by the board of education
- 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 the learners
- Counsel with colleagues, students and parents
- Make provisions for being available to students and parents for educational-related purposes outside the instruction day
- Maintain and improve professional competence

- Instruct assigned classes in the locations and at the times designated
- Notify parents if student is not meeting classroom goals
- Direct the stage band and the middle school bands
- Prepare students for solo, ensemble contests, and band contests
- Audition prospective students for musical productions
- Schedule appropriate performances and activities
- Work with Band Parents in coordinating fund raising activities

### **Other Duties and Responsibilities:**

- Instill in students the belief in and practice of ethical principles and democratic values
- Establish and maintain cooperative professional relationships
- Refer attendance, health, and psychological emotional problems to principal and/or guidance counselor
- Discipline students when necessary
- Counsel, advise, encourage and motivate students
- Respond to routine questions and requests in an appropriate manner
- Serve on curriculum committees when requested
- Perform other duties as assigned
- Supervise student teachers
- Attend educational field trips

### **Qualifications:**

- Appropriate State of Ohio teaching certification
- Bachelor's degree in music education, with an emphasis on instrumental music from an accredited college or university
- High school diploma or equivalent
- Such alternative to the above as the Superintendent and/or Board of Education may find appropriate

### **Required Knowledge, Skills, and Abilities (including, but not limited to):**

- 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 of instrumental music
- Skills in instrumental repair and maintenance
- Knowledge of all instruments, including reeds and mouthpieces
- Skills in public speaking

### **Equipment Operation (including, but not limited to):**

- Tools for key adjustment
- Compact disc players
- Mouthpiece pullers
- Tape recording equipment
- Pad and cork replacing tools
- Reed adjusting tools
- Music stand repair tools
- Amplifying equipment
- Various office equipment, e.g., copy machine, fax machine

### **Additional Working Conditions (including, but not limited to):**

- Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days
- Frequent travel daily
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Lift, carry, push, and pull various items up to a maximum of 40 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Repetitive hand motion, e.g., typing, writing, piano

- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop