

INSTRUCTIONAL MUSIC ASSISTANT

DEFINITION

Under supervision, to perform paraprofessional instructional activities in the District Music Program, by providing a variety of supportive tasks including clerical activities for teachers and students; perform related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists instructional personnel with the presentation of music learning materials.
2. Tutors individuals and small groups in musical techniques and performance.
3. Works with students within a regular classroom in various subject areas.
4. Helps provide assistance in student supervision and discipline.
5. Uses positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavior and an appreciation of human diversity.
6. Uses good judgment regarding appropriate action to assist an injured or physically ill student.
7. May perform routine clerical tasks as may be required to provide assistance for the teacher such as: typing, computer operation, filing, and photocopying.
8. Contacts parents by telephone.
9. Maintains student records and files.
10. Scores tests, computes, and records music grades.
11. Takes attendance.
12. May provide piano accompaniment.
13. Tunes instruments and makes minor adjustments/repairs.
14. Sets up and takes down chairs, music stands, and other related music equipment.
15. Transports musical instruments to various school sites.
16. Cleans, disinfects, and checks out District instruments.
17. Assists in instrument and equipment inventory.
18. Assists in voice testing.
19. Assists in musical productions.
20. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Student behavior and characteristics; methods and techniques of controlling and motivating students; a variety of instrumental and/or vocal music theories; basic accompaniment techniques; general purposes and goals of public education.

Ability to:

Read and interpret music; provide piano accompaniment as required; provide assistance to students learning to play instruments; supervise students; maintain discipline; transport instruments; set up and move chairs, pianos, music stands, and other music related equipment; appreciate human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade, supplemented by courses in music theory, voice, piano, or other musical instruments; experience with school age children and some experience or training in music is preferred.

License/Certificate Requirement:

Possession of a valid California Driver's License.

Pass a District proficiency test in English usage, language arts and math or have passed CBEST or have completed two years of college.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer or piano keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.