



## INSTRUCTIONAL ASSISTANT-MUSIC

### DEFINITION:

Under the supervision of the Principal, assists in the instruction and reinforcement of musical concepts and instrumentation for students in choral performance and instrumental music; performs a variety of clerical and supportive tasks for instructional personnel; carries out related work as necessary; assists in the instruction and reinforcement of musical concepts and instrumentation to individuals and groups of students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists in the instruction and reinforcement of musical concepts, appreciation, theory and instrumentation to individuals and groups of students; conducts and monitors exercises, rehearsals and performances.
- Maintains and controls student behavior during class and individual group sessions.
- Participates in the coordination of student music activities, lessons and events related to music education and rehearsals.
- Performs clerical tasks as assigned including duplicating materials, filing, typing and maintaining assigned records; reproduces, distributes and maintains music materials; prepares music packets for students.
- Assists students with adjusting or preparing instruments; responds to questions from students as needed.
- Provides set-up and stacking of chairs and music stands in instructional space.
- Moves furniture and equipment to provide room for instruction as assigned.
- Assists instructional personnel with the tuning of string instruments.
- Tutors students individually or in small groups to reinforce and follow-up learning activity.
- Assists in the development of a variety of instructional materials.
- Maintains student records, attendance and files.
- Maintains discipline in the absence of the teacher.
- Communicates with teachers regarding student progress, behavior and related matters.
- Operates a variety of office and classroom equipment including a copier, computer and assigned software.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Basic music education and appreciation practices and procedures.
- Various instruments used in a band or string ensemble.
- Knowledge of basic music notation.
- Interpersonal skills using tact, patience and courtesy.
- General concepts of classroom procedures, safe practices, child growth and development, appropriate student conduct and child behavior characteristics.
- Techniques used in controlling and motivating students and student guidance principles and practices.
- Basic record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.

#### Ability to:

- Assist in the instruction and reinforcement of musical concepts and instrumentation to individuals and groups of students.
- Read, understand and explain musical scores and sheet music including treble and bass clefs.
- Follow the conductor's tempo and dynamics.
- Establish and maintain cooperative and effective working relationships with others.
- Attend and participate in rehearsals and performances.
- Perform a variety of clerical duties including typing, filing and duplicating materials.

- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress per approved policies and procedures.
- Maintain various records related to assigned activities.
- Perform routine clerical work and basic arithmetic calculations.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.
- Understand and carry out oral and written instructions.
- Demonstrate counting and rhythm techniques as well as related activities.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by private or college-level training in music theory and one year experience in a music environment. Two years' experience working with students in a variety of special subject areas of study, preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Proof of passage of the CBEST, or proof of an AA degree or higher from an accredited institution in the US or successful passage of the District's Proficiency Test or meet cut scores for ACT/SAT (ACT-23 Math, 22 English; SAT-550 Math, 500 English).
- In addition to completing at least one music appreciation, instrumental music, or choral course at the high school or college level, competence in vocal or instrumental music that could likely provide desired knowledge and abilities.

**PHYSICAL DEMANDS:**

The physical demands described here 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 functions.

- Dexterity of hands and fingers to play instruments or demonstrate activities.
- Seeing to read musical scores.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

**WORK ENVIRONMENT:**

Indoor/Classroom environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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