

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	INSTRUCTIONAL ASSISTANT - MUSIC
Job Family:	Instructional Support
Reports to:	Principal
Salary Level:	Range 22
Calendar:	Classified School Year

DEFINITION:

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a music education classroom or environment; assist in the preparation of instructional materials and implementation of lesson plans; perform routine clerical and supportive tasks for instructional personnel; clean, maintain and set-up equipment for music education classes and related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist a certificated teacher in reinforcing music education instruction to individual or small groups of students in a music education classroom or environment; assist in the preparation of instructional materials and implementation of lesson plans.
- Lead, monitor and oversee student drills, warm-up, practice and music related exercises; coordinate small groups activities for music education classes; organize related activities to time outside of class.
- Perform a variety of clerical duties in support of music education activities such as preparing, duplicating and filing instructional materials; type and input data into an assigned computer system; maintain student records and files including student attendance records, grades and related information.
- Provide support to the teacher by setting up equipment for music education classes and related activities; assist in set-up, distributing, collecting and storing music education equipment.
- Assist students in completing music education assignments, exercises and drills; assure student understanding of assignments, rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Assist in grading assignments; prepare reports and documentation as required.
- Observe and control behavior of students during class time, rehearsals, and outdoor learning environments according to approved procedures; report progress regarding student performance and behavior.
- Assist in shaping student's behavior through positive reinforcement and other strategies.
- Operate and maintain a variety of classroom, office and music education equipment including music equipment, printer, a computer and assigned software as assigned.
- Assure the health and safety of students by following established practices and procedures; clean, maintain and assure music education equipment is in working condition.
- Maintain discipline in the absence of a teacher.
- Administer related testing as directed.
- Oversee the activities of students in the music room; monitor student behavior and ensure compliance with established rules and guidelines; refer misbehaving students to appropriate personnel; control student behavior as necessary; sign students in and out of class as directed.
- Maintain routine records related to student equipment, loaner instruments, music equipment and assigned activities; distribute and collect music equipment
- Monitor inventory levels of music education and related supplies, materials and equipment; assist in ordering and receiving supplies, materials and equipment as directed.

- Assist in the planning and coordination of the District Music Education special events and activities.
- Operate a variety of office equipment including a copier, computer and assigned software.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and some experience working with children in an educational or organized learning environment.

Knowledge of:

- Basic Music Education instructional methods and techniques.
- Safe practices in classroom and music education activities.
- Child guidance principles and practices.
- Basic music exercises and other activities of a school music education program.
- Basic instructional methods and techniques.
- Music activity procedures and appropriate student conduct.
- Operation of music equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist a certificated teacher in reinforcing instruction related to programs involving music education and related activities in a classroom or outdoor learning environment.
- Oversee the activities of students in the music room.
- Assist in the preparation of instructional materials.
- Perform music education activities and exercises with students.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Demonstrate an understanding, patient, warm, and receptive attitude toward children.
- Observe health and safety regulations.
- Perform clerical duties and maintain records related to music education activities.
- Maintain and operate music equipment and supplies in support of the music education program at a assigned school sites.

DESIRED QUALIFICATIONS:

- Some college level course work or work experience in the area of music education, child development, and recreation is preferred
- Valid First Aid and CPR Certificate.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Classroom or Music Room environment.

Physical Demands:

- Dexterity of hands and fingers to operate music equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to monitor student activities.

- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, pushing or pulling moderately heavy objects.
- Walking.
- Physical ability and stamina.

Hazards include:

- Seasonal heat and cold or adverse weather conditions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA _____ DATE _____

DISTRICT _____ DATE _____

Board Approved: July 26, 2018