

CONCERT MUSIC ASSISTANT

DEFINITION

Assist the classroom teacher in providing or reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials, and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the music teacher in charge

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential function shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with the classification, but are intended to accurately reflect the principal job elements.)

- Must be able to play accompaniment for beginning, intermediate, and advanced choirs.. **E**
- Assist in the preparation of instructional materials and study aids to be used by students in classrooms or individual study situations
- Must be willing to play various style of music. (Examples: Classical, Show, Jazz). **E**
- Tutor individuals or small groups of students, and reinforce instruction as directed by the teacher; prepare materials for classroom use for students.
- Must be able to accompany both High School and Elementary School levels. **E**
- Must be willing to learn Vocal technique and pedagogy. **E**
- Assist in the implementation of instructional activities by reinforcing learning concepts.
- Assist students in understanding instructional assignments under teachers' directions.
- Must be willing to learn Vocal technique and pedagogy. **E**
- Must be familiar with Solfedge and be willing to learn how it is used in teaching choral techniques. **E**
- Assist teachers with monitoring individual progress of students and discuss problems and improvements.
- Assisting the teacher with explaining and clarifying work assignments to students.
- Maintain records, logs, and files as assigned.
- Maintain records on students' progress in the development of specific skills, under the guidance of the instructor.
- Must be able to work some nights and weekends as needed for festivals and/or competitions. **E**
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Musical subject matter to which assigned.
- General classroom procedures and rules of conduct.
- Basic instructional methods and techniques.
- Interpersonal skills using tact, patience, and courtesy
- Effective communication skills, both oral and written.

Ability to:

- Assist the Choir teacher's directions when working with a group of and/or individual students.
- Accompany on the piano both High School and Elementary choirs.
- Assist Choir teacher and students in the process of learning various styles of choral music.

- Accompany various styles of music such as Classical, Show and Jazz.
- Assist with the organization of field trips for competition and/or concerts.
- Learn the basic principles and techniques used in improving musical instrument skills.
- Assist teachers with monitoring progress and identify problem areas and areas of relative learning progress.
- Recognize and understand the needs of students.
- Establish and maintain cooperative working relationships with teachers, students and others contacted in the course of work.
- Understand and carry out oral and written directions.
- Willing to learn, grow and assist in the various choral styles including Jazz

Experience and Education:

Any combination of education, training and experience equivalent to:

- Three (3) years experience in the area of music
- Candidates currently enrolled in a music education program are preferred
- NCLB requirements

NO CHILD LEFT BEHIND FEDERAL REQUIREMENTS:

- High school graduation or GED
- Degree or completion of 48 semester units from accredited college or university or District Assessment Test/County certificate showing compliance with NCLB. (SUSD proficiency test taken before 7/1/04 does not meet this requirement)

WORKING CONDITIONS:

ENVIRONMENT:

Primarily indoor work environment. Outdoor work environment as needed for parades, etc.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Lift and/or carry 40 lbs at waist height for short distances (up to 40 feet).
- Dexterity of hands and fingers sufficient to play the required instrument(s).
- Sit and/or stand for extended periods of time.
- See sufficient to read music and observe students
- Hear sufficient to ascertain common tonality
- Push/pull up to 100 lbs on a very occasional basis.
- Reach overhead, above the shoulders and horizontally.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

HAZARDS:

Exposure to noise levels

SALARY PLACEMENT:

CSEA 318

Non Incremental Salary Schedule

Range 40

209-work days

Board Approval: 11/09/14

CSEA 318 Approval: 10/22/14