

DANCE 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 dance 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 have advanced level skills in at least one form of dance (i.e. ballet, jazz, tap, modern, urban/hip-hop, folk/world, lyrical, color guard, etc.) and willingness to teach others. **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 learn a variety of dance techniques including color guard and pedagogy. **E**
- Tutor individuals or small groups of students, and reinforce instruction as directed by the teacher; prepare materials for classroom use for students.
- Assist in the implementation of instructional activities by reinforcing learning concepts.
- Assist teachers with monitoring individual progress of students and discuss problems and improvements.
- Operate technical equipment used in classroom instruction (i.e. mobile devices, portable sound systems, computers, etc.) **E**
- Assist the teacher in clarifying and explaining 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.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Dance content matter to which assigned.
- General classroom procedures and rules of conduct
- Basic instructional skills using tact, patience, and courtesy
- Effective communication skills, both oral and written.

Ability to:

- Assist the dance teacher's directions when working with a group of and/or individual students.
- Assist with multiple levels: Elementary through high school levels in the process of learning varied dance content: ballet, hip-hop/urban, jazz, modern, tap, and world/folk dance.
- Assist teacher and students in the process of learning dance content, conducting rehearsals, age appropriate review sessions, and general preparation for formal and informal dance or color guard presentations.
- Learn the basic principles and methodologies used in improving dance technique.
- 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.

Experience and Education:

Any combination of education, training and experience equivalent to:

- Three (3) years experience in the area of dance.
- *Candidates currently enrolled in a dance, dance education, or physical education program with a dance emphasis 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 environment as needed for parades, preparations for halftime, Winter Guard and Summer Arts Institute etc.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Lift and/or carry 60 lbs. at waist height for short distances (up to 40 feet).
- Endure extended and/or frequent sessions of physical activity to include but not limited to, cardio-vascular activities, stretching, strength-building and/or weight bearing exercises.
- Stand for extended periods of time.
- See sufficient to observe students.
- Hear sufficient to ascertain a variety of sounds and music used in dance instruction.
- 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.

Occasional outside elements.

Salary Placement:

CSEA 318

Non-Incremental Salary Schedule

Range 30

209-work days

Board Approval: 12/08/15