

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Music Instructional Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various schools	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	020 PARA
REVISED:	October 8, 2002		

BASIC FUNCTION:

Provide assistance to the music and instrumental instructional program in an elementary or secondary vocal or instrumental classroom.

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

E = Essential Functions

Work with individual pupils or groups of pupils in an elementary or secondary vocal or instrumental classroom. **E**

May provide musical accompaniment for site choral instruction, musical programs, and site rehearsals.

May assist with the instruction and supervision of a site instrumental orchestra or marching band.

May organize and direct pupils in vocal music expression.

May sing and/or accompany pupils on musical instruments.

May transcribe music for various musical instruments.

May assist with the instruction of musical theory, music history and other related activities.

Supervise pupils in the vocal or instrumental classroom and on school grounds, in the absence of the classroom teacher. **E**

Assist in providing and developing musical activities and programs for integration into various classroom instructional programs. **E**

Supervise pupils at assemblies, on field trips, and in the lunch or play areas. **E**

Assist with ordering classroom supplies and materials. **E**

Maintain class rolls, attendance, and other records. **E**

Operate audiovisual equipment. **E**

Participate in staff development programs as directed. **E**

May train and direct pupil monitors.

May accompany and provide instruction to pupils on buses while enroute to and from school and during field trip.

May assist with the logging of daily bus ridership data.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school.

LICENSING AND OTHER REQUIREMENTS:

Personal appearance, grooming and language patterns which will provide a satisfactory example to pupils.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Vocal and/or instrumental music and accompaniment.

Reading and writing English communication skills.

ABILITY TO:

Transcribe musical notes and symbols.

Integrate vocal and instrumental music into various classroom instructional programs.

Demonstrate enthusiasm for and interest in the instructional program.

Communicate with and understand the needs of pupils.

Establish and maintain effective working relationships with others.

Plan and organize work to meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, classroom and outdoor settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

NOTE: Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day.

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