



## PERSONNEL COMMISSION

**Class Code: 0447**  
**Salary Range: 12 (C1)**

### INSTRUCTIONAL AIDE - INSTRUMENTAL MUSIC

#### JOB SUMMARY

Under immediate supervision, assist and participate in the instruction, rehearsal and performance of students in band, choir, orchestra and other music education classes; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Assist and participate in the instruction, rehearsal and performance of students in band, choir, orchestra and other music education classes. ***E***
- Discuss classroom learning activities with teachers to coordinate instructional efforts and to implement instructional programs. ***E***
- Tutor or drill students, individually or in groups, following lesson plans developed by the teacher or reinforce musical concepts. ***E***
- Conduct sectional rehearsals; chart marching band field formations for half-time shows; drill students in marching formation. ***E***
- Monitor student behavior; maintain order in classrooms, rehearsals and performances; assist with imposing discipline; observe and report student behavior and issues to the teacher. ***E***
- Perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials, recording attendance, collecting monies, completing forms and applications, and maintaining records and files. ***E***
- Prepare various teaching aids such as vocal arrangements, chord charts, music papers and other materials. ***E***
- Operate a variety of office and instructional equipment such as a computer, copier, telephone and MP3, CD and DVD players. ***E***
- Assist in classroom organizing activities such as setting up lesson materials, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate instructional needs and creating an orderly and clean classroom environment. ***E***
- Issue uniforms, equipment and instruments. ***E***
- Sort, file and issue sheet music; assist in maintaining music library. ***E***
- Receive and file forms received from students. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students. ***E***
- Attend a variety of meetings and in-service trainings.
- Push or pull students in a wheelchair as assigned by the position.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities*

*Act.*

**DISTINGUISHING CHARACTERISTICS**

An Instructional Aide - Instrumental Music assists and participates in the instruction, rehearsal and performance of students in band, choir, orchestra and other music education classes. Incumbents work in a classroom or learning center, providing instructional support to the teacher and are present to reinforce the learning capabilities of students.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Musical theory and scoring.  
Marching patterns and maneuvers.  
Child guidance principles and practices.  
Safe practices in classroom and musical performance activities.  
Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.  
Basic instructional methods and techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Classroom procedures and appropriate student conduct.  
Operation of standard office and classroom equipment.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic record-keeping and filing techniques.  
Basic first aid.

**Ability to:**

Assist and participate in the instruction, rehearsal and performance of students in band, choir, orchestra and other music education classes.  
Play a musical instrument.  
Arrange music.  
Conduct sectional rehearsals.  
Learn marching patterns and maneuvers.  
Motivate and encourage positive learning patterns and behavior.  
Tutor and reinforce instruction to individual or small groups of students.  
Understand and follow oral and written directions.  
Demonstrate understanding and patience toward students.  
Adapt to changing circumstances and priorities within the learning environment.  
Work collaboratively as an educational team member.  
Establish and maintain cooperative and effective working relationships with others.  
Interpersonal skills using, tact, patience and courtesy.  
Communicate effectively both orally and in writing.  
Monitor, observe and report student behavior and progress.

Operate standard office and classroom equipment.  
Observe health and safety regulations.  
Perform clerical duties related to classroom activities.  
Maintain routine records and files.  
Administer first aid or necessary physical assistance to ill or distressed students.

**Education and Training:**

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must also show proof of completion of one college-level course in music.

**Experience:**

One year of experience playing an instrument in a band, orchestra or as a soloist. Experience in charting field formations for marching bands is desired.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Music classroom, office and outdoor environment.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate equipment and play an instrument.  
Seeing to read materials and observe performances.

Hearing and speaking to listen to music and exchange information.  
Bending at the waist, kneeling or crouching to assist students.  
Reaching overhead, above the shoulders and horizontally.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing and pulling instruments weighing up to 25 pounds.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 08/11/1994  
Revised: 10/10/2002  
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