

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Music Para Educator

BASIC FUNCTION:

Under the general supervision of the Elementary Principals and direction of the K-12 Vocal Music Teacher, work with students in kindergarten through fifth grade on general and vocal music instruction. Oversee the District's Honors Chorus; which includes running after school classes and coordinating various evening or weekend performances.

ESSENTIAL DUTIES:

- Research and prepare instructional materials in support of the elementary vocal music program.
- Coordinate grade level and Honors Chorus performances both during the school day and evening or weekend events.
- Develop lesson plans and schedule in support of the vocal music program and in compliance with established guidelines under the direction of the Vocal Music Teacher.
- Meets with each class, at both elementary sites, weekly to deliver their vocal and general music lesson.
- Maintain notes and records of student progress/achievement and shares this information with classroom teacher for report cards.
- Develops and provides updated schedule to Site Principal and Vocal Music Teacher. Updates schedule and instructional plans for support staff and substitute as needed.
- Utilizes a variety of classroom management and positive behavior reinforcement strategies.
- Operate a variety of office, instructional and audio-visual equipment as needed.
- Assures the health and safety of students by following protocols established by the district.

OTHER REPRESENTATIVE DUTIES:

- Participates in staff development activities and professional learning communities as appropriate.
- Participate in staff meetings as requested; attend various in-service meetings as assigned; participate in parent conferences as requested.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Advanced piano skills
- Advanced music theory
- Vocal techniques
- Site reading, conducting, transposing, arranging and coaching skills
- Basic instructional methods and techniques
- Record-keeping techniques
- Safe practices in classroom
- Classroom procedures and appropriate student conduct
- Behavior management strategies and techniques
- Basic concepts of child growth and development and developmental behavior characteristics
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Appropriate English usage, punctuation, spelling, and grammar
- Operation of office, instructional and audio-visual equipment
- Health and safety regulations

Ability to:

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups and abilities.
- Appropriately manage student behavior and guide student toward more acceptable social behaviors.
- Understand and follow oral and written directions.
- Read, interpret, apply and explain applicable codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.
- Operate office, instructional and audio-visual equipment.
- Maintain records.
- Observe health and safety regulations.
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:**Experience:**

Two years of increasing responsible experience working with multi-age children implementing a variety of general and vocal music strategies.

Education:

A degree from an accredited college or university is recommended, preferably with an emphasis in vocal music and/or music theory.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Personal appearance which establishes a desirable example for students
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:**Environment:**

- School and indoor classroom environments
- Moderate noise level

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist

- Ability to frequently lift, push, pull and/or move up to 25 pounds, and occasionally lift, push, pull and/or move up to 50 pounds with assistance
- Ability to climb stairs
- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate technology, computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment
- Must be able to move computer equipment as required for maintenance, installation, and upgrade

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures, functions and limitations of assigned duties