

## Elementary Music Paraeducator

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### **Purpose Statement:**

The purpose of this position is to assist with the delivery of music instructional to students. Responsibilities vary with the individual assignment but typically include instruction of students, student discipline, and preparation of materials.

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### **Essential Functions**

- Instructs students individually or in a small group setting under the direction of certificated employee(s)
- Assists in the evaluation of student needs and in the preparation of appropriate materials and lessons in collaboration with certificated personnel
- Acts as an instructional resource for classroom teachers
- Adapt lessons and activities with teacher approval, to be used as classroom activities and instruction
- Maintains and/or assists with student discipline, including the development and maintenance of positive student behavior
- Assists with the supervision of students during building activities, such as assemblies and special programs
- Assists students with building emergency drills

### **Other Functions**

- May interpret and translate as requested
- May serve on building committees
- May attend staff meetings and building events, such as open house
- May attend related in-service activities and workshops
- Performs other related duties as assigned

### **Education**

- High school diploma or equivalent

### **Knowledge and Skills**

- Advanced knowledge and skills required to perform assigned tasks
- Specialized experiential skills required to perform assigned tasks
- Standard communication of moderately complex information in oral and written form
- Intermediate level curriculum knowledge and skills required
- Able to perform all job functions in routine situations

### **Responsibility**

- Tasks require some independent judgment with consultation of supervisor or administrator
- Decisions are made within assigned tasks
- Decisions are made to achieve structured results
- Seldom required to resolve unexpected issues
- Regular discretion and access to ordinary information
- Limited risk or impact if errors are made

### **Planning & Organizing**

- Planning/organization of own work in coordination of work of others
- Reporting required within building or program
- Collecting data under close supervision

### **Working Conditions**

- Few Interruptions
- Limited Deadlines
- Few emotionally charged interactions
- Work regularly performed under ordinary risks or discomfort
- Infrequent risk/exposure to human borne pathogens
- Work requires normal safety precautions
- Frequent exposure to noise
- Moderate standing (31-60%)
- Moderate lifting (11-30 lbs. / occasionally)
- Limited prolonged sitting (1-30%)
- Moderate carrying (11-30 lbs. / occasionally)
- Limited stooping and bending
- Limited twisting
- Frequent fine dexterity
- Limited pushing and/or pulling

### **Required Testing**

Successfully pass the Paraeducator Test

### **Clearances**

Criminal Justice Fingerprint/Background Clearance