

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: MUSIC PROGRAM ASSISTANT

BASIC FUNCTION:

Under the direction of the Assistant Principal and Choir Music Director, perform various clerical and financial record-keeping duties in support of the choir program; provide assistance to the Choir Music Director as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform various clerical and financial record-keeping duties in support of the choir program; count, receive and deposit money into assigned choir accounts from fundraisers, performance donations and payments for choir items.

Maintain records and reports related to assigned duties; collect, organize and maintain records of invoices; generate check requests for choir bill payment as assigned.

Assist the Choir Director as needed; copy and organize sheet music and concert programs as assigned; maintain and organize music folders as assigned.

Assist with the planning and preparation for related trips and student events as assigned; assist with preparing for fundraiser events and choir program travel arrangement as assigned.

Operate standard office equipment such as a computer and copier as assigned; drive a vehicle to perform work as assigned.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, procedures and terminology used in clerical accounting work.

Classroom procedures and appropriate student conduct.

Basic record-keeping techniques.

Operation of assigned office equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

ABILITY TO:

- Operate standard office equipment including a computer, copier and assigned software.
- Perform clerical duties related to choir activities and assigned financial duties.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by some college level course work in a related musical area and one year of experience in a music environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor environment.
- Office and classroom environment.
- Driving a vehicle to conduct work.
- Evening or variable hours.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to play piano.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting and standing for extended periods of time.
- Reaching overhead and above shoulders to store and retrieve materials.
- Bending at the waist, kneeling or crouching.
- Lifting and carrying moderately heavy objects.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.