

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ASSISTANT – GENERAL MUSIC

BASIC FUNCTION:

Under the direction of the principal, assist the certificated teacher in delivering comprehensive music education to students from Transitional Kindergarten to Grade 5. The successful candidate will be instrumental in facilitating music lessons, reinforcing instruction, and helping manage classroom dynamics. This position requires a foundational knowledge of music instruction and the ability to implement lesson plans aimed at fostering musical understanding and skills in young learners.

REPRESENTATIVE DUTIES:

1. Support the Elementary Music in preparing and delivering engaging music lessons according to the established curriculum.
2. Help maintain a structured and disciplined classroom environment, ensuring that students remain focused and on task during music activities.
3. Utilize lesson plans to conduct whole class instruction sessions as directed by the music teacher or grade level teacher.
4. Prepare and organize instructional materials and equipment needed for daily activities and special performances.
5. Assist in assessing student progress through observation and the use of appropriate assessment tools as directed by a certificated teacher.
6. Help in organizing and preparing students for school music performances or events.
7. Ensure the safety of students by adhering to all school safety policies and procedures during class and performance activities.
8. Communicate effectively with students, teachers, and administrators about student progress and classroom activities as needed.
9. Other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic music theory, including rhythm, melody, and harmony.
- Basic strategies and techniques appropriate for teaching elementary-aged students.
- Classroom environment that is conducive to music education.
- Effective classroom management techniques.
- Safety practices relevant to classroom and performance settings.
- Developmental stages and learning needs of children in TK through Grade 5.

Ability to:

- Ability to engage young learners during music lessons.
- Ability to accurately interpret and apply teaching instructions and lesson plans provided by the music teacher.
- Ability to maintain order and discipline in a classroom setting, ensuring a positive and productive learning environment.
- Ability to clearly convey information to students, teachers, and parents, ensuring understanding and collaboration.
- Ability to adjust to the varying educational and behavioral needs of students in a dynamic classroom setting.
- Ability to efficiently manage and prepare teaching materials and classroom resources for daily use and special events.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An Associate's Degree or higher from an accredited college or university, or be currently enrolled in college-level courses; and preferred two years of experience working with youth in an organized setting.

WORKING CONDITIONS:

School environment which includes standing, walking, sitting, kneeling, squatting, stooping and bending; lift, carry, push or pull up to 50 lbs., duties may include activities which involve repetitive use of hands, arms or shoulder and twisting or pressure involving wrists or hands and working with arms above shoulder level; give student direction requiring clear speaking, the ability to hear normal voice conversation, color vision, peripheral vision, depth perception and the ability to adjust focus; exposed to minor contagious illnesses (e.g. colds, flu).

SALARY RANGE: 48

ADOPTED BY PERSONNEL COMMISSION: June 5, 2024

ADOPTED BY BOARD OF EDUCATION: June 11, 2024