

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: VISUAL AND PERFORMING ARTS ASSISTANT – Middle School

BASIC FUNCTION:

Under the direct supervision of the Director of Curriculum and Instruction, or designee, support the Visual and Performing Arts program to middle school students, by providing support to instructional activities, and facilitating student engagement in Visual and Performing Arts.

ESSENTIAL DUTIES:

Facilitate and/or assist the Visual and Performing Arts teacher in performing specific duties as assigned or undertaking specialized tasks.

Assist in establishing and maintaining standards of student behavior.

Assist the Visual and Performing Arts teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.

Facilitate and/or assist with delivering classroom instruction and preparing lesson plans and materials for classes in an assigned specialized subject-matter area, including dance, media arts, music, theater, or visual arts.

Provide students with the necessary materials to participate in program assignments.

Assists in school-wide emergency preparedness and procedures.

Alert the teacher to the special needs of individual students.

Provide escort and assistance to children as necessary.

Prepares lessons as directed by the teacher; administers and scores a variety of tests.

Observe and control the behavior of students according to approved procedures.

Reports progress regarding student performance and behavior.

Assists students by providing proper examples, emotional support, a friendly attitude, and general guidance.

Confers, as needed, with teachers concerning programs and materials to meet student needs.

Help maintain a variety of records for students, instruments, accessories, and supplies.

Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Assist in the maintenance and storage of equipment.

Set up equipment for the class.

Help maintain order in the classroom; monitor students to keep them on task.

Participates in meetings and professional development as necessary.

Perform related work as assigned.

KNOWLEDGE AND SKILLS:

General knowledge of the practices, methods, and techniques used in visual and performing arts.

Ability to maintain confidential files and information and to compile reports.

Skill in the use of visual and performing arts equipment.

Performs a variety of clerical duties in relation to student instruction, such as the preparation of instructional materials, scoring tests, recording grades and attendance, as well as maintaining records and files.

Ability to operate standard office, word, and data processing equipment.

Ability to establish and maintain effective working relationships with teachers, parents, students, and the community.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision:
- (1) Is responsible to/evaluated by the Director of Curriculum and Instruction or designee.
 - (2) Receives supervision and direction from a certificated teacher or supervisor to which assigned.
 - (3) May provide limited work direction and guidance to volunteers and student helpers.

- Internal Contacts:
- (1) Continuous contact with students and teachers.
 - (2) Continuing contact with the school principal and school office staff.
 - (3) Some contact with other instructional assistants, custodial employees, and noon duty personnel.
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