

SUNNYVALE SCHOOL DISTRICT

June 2018

CLASS TITLE: PARA EDUCATOR - MUSIC DEPARTMENT

BASIC FUNCTION:

Under the direction of an assigned supervisor, support and provide assistance with the delivery and implementation of the District's music program. Assist the music teacher in reinforcing music instruction to individual or small groups of students in a classroom or other learning environment; assist teacher with the preparation of materials related to the music department. Provide technical support, audio and video/recording.

ESSENTIAL DUTIES:

Conduct sectionals with individuals or small groups of students, reinforcing musical instruction as directed by the teacher; monitor and oversee student drills, practices and assignments.

Provide classroom support to the teacher by setting up work areas, operating equipment, and distributing and collecting paper, supplies and materials; confer with teacher concerning lesson plans and materials to meet student needs.

Rehearse the band an/or choir in the absence of the teacher and under the supervision of the substitute teacher. Conduct the Jazz Band under the direction of the teacher. Assist with evening performances when appropriate.

Track musical instrument inventory, including assessing instrument condition and perform small repairs and recommend appropriate additional repairs.

Assist assigned music and/or other teacher with the implementation of lesson plans; assist teacher in the administration of various tests.

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, scoring papers and recording grades; maintain student files as assigned; record student attendance.

Operate a variety of equipment including a computer, copier, paper cutter and laminator.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Direct group activities of students as assigned; assist in monitoring activities as assigned; accompany students on field trips as assigned.

Attend and participate in parent conferences and a variety of meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Music theory.
Child guidance principles and practices.
Safe practices in classroom and playground activities.
Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Classroom procedures and appropriate student conduct.
Operation of standard office and classroom equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

ABILITY TO:

Read music and play an instrument.
Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Operate standard office and classroom equipment.
Observe health and safety regulations.
Perform clerical duties related to classroom activities.

EDUCATION AND EXPERIENCE:

Possess a high school diploma and an AA degree from an accredited college or university, *or* 48 semester units from an institute of higher education, *or* have demonstrated knowledge of Language Arts, Mathematics and the Ability to Assist in Instruction (Test).
Experience working with children in an organized setting.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and school campus.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.
Ability to lift up to 25 pounds.

**TERMS OF
EMPLOYMENT :**

Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION:

Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.