



Excellence for all.

Job Title: Music Enrichment Activity Leader

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under general supervision of the Director of Education Services and/or assigned designee, coordinate out-of-school instrumental music enrichment programs and activities for individuals or groups, coordinate, schedule, and lead music exercises, rehearsals, and performances.

Distinguishing Characteristics:

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Coordinate out-of-school instrumental music enrichment programs and activities for individuals or groups, coordinate, schedule, and lead music exercises, rehearsals, and performances.
- Instruct students in the proper positioning of instruments, reading music, cleaning, and proper care of instruments.
- Distribute and maintain music materials; prepare music packets for students.
- Observe and control student behavior during class and individual group sessions; communicate with site administrator regarding student behavioral issues.
- Distribute instruments to students; maintain instrument inventory including acquisition of new instruments; evaluate condition of instruments; schedule repair of instruments as needed.
- Assist in the organization and scheduling of events for music programs, including facilities and bus transportation for students.
- Communicate with parents regarding student progress, behavior, or related matters.
- Set-up and take down music equipment; communicate with appropriate personnel regarding equipment problems or damage.
- Assure health and safety of students by following health and safety practices and procedures.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Principles and practices of music education.
- Various instruments used in band, orchestra, guitar, or piano.

- Musical notation.
- Basic child guidance principles and practices.
- Operation of assigned office equipment.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Provide effective music instruction to individuals or groups of students.
- Arrange music to accommodate different instrumental groups.
- Work with students in musical notation and instrumental performance.
- Read, understand, and explain musical notation.
- Perform minor instrument repairs.
- Perform clerical tasks.
- Communicate effectively both orally and in writing.
- Monitor and discipline students according to established policies and procedures.
- Work independently.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school supplemented by college-level courses and training in music and at least two years of experience in a music environment. Must demonstrate ability to play at least one standard orchestral instrument, piano and/or guitar. Successful completion of the Merit examination process is required.

Must obtain Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing.

Working Conditions:

Environment: Classroom or other learning environment. Driving a vehicle to various locations.

Physical Demands/Hazards: Dexterity of hands and fingers to play instruments or demonstrate activities. Seeing to read musical scores and monitor students. Hearing and speaking to exchange information. Standing for extended periods of time. Bending at the waist, kneeling, or crouching to assist students.

Salary Range: Range 120

Effective: June 22, 2018

Personnel Commission Classification/Compensation Study Approved: July 12, 2023