



Excellence for all.

Job Title: Visual & Performing Arts and Music Support Specialist

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 the direction of an assigned supervisor, plan, organize and schedule events for the Visual & Performing Arts and Music program. Provide clerical support for the program, and serve as a reference source for staff, students, parents, and the public. Perform Instructional Assistant Visual & Performing Arts and Music duties.

Distinguishing Characteristics:

This classification provides support and direction to the Visual & Performing Arts and Music program. In addition to the Instructional Assistant - Visual & Performing Arts and Music requirements and functions, this position requires supplemental training and higher-level responsibility for assisting students to learn, create, perform and appreciate various forms of art and music.

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.
- Plan, organize and schedule events for the Visual & Performing Arts and Music program, schedule facilities, coordinate bus transportation, and equipment transport. Meet with outside agencies to coordinate special programs and events within the community. Work with health technicians and office staff to ensure students with health concerns have their medication/epi pens.
- Provide training to students and assist teachers concerning the operation of musical instruments, fine arts methods, mediums, equipment, supplies and applications; explain related practices, procedures, and techniques; answer questions, resolve issues and perform demonstrations.
- Engage students to create, learn and appreciate the arts by using a variety of modalities and media to encourage a fun, creative, learning environment.
- Perform clerical tasks including preparation of correspondence, program report cards, flyers, brochures, event programs, and other documents as needed. Maintain records, databases, generate lists and compile reports. Coordinate schedules.
- Serve as a liaison and reference source for staff, students, parents, and the public regarding the Visual & Performing Arts and Music program; answer questions and provide requested information.
- Maintain student database for the music program. Coordinate with school office personnel and staff to develop a master schedule for district wide classes.
- Coordinate District-wide registration of Visual & Performing Arts and Music students; schedule demonstration at school sites; prepare registration packets; coordinate volunteers to assist in registration of students; reserve facilities as necessary.
- Maintain and distribute materials; prepare packets for students; evaluate and maintain arts/music library; requisition new materials as necessary.
- Assist in the distribution, inventory, evaluation, repair or replacement of instruments or supplies.
- Assist teachers in providing instruction to individuals or small groups of students in arts/music program. Reinforce instruction as directed by the teacher; monitor exercises, rehearsals, and performances; monitor and

report student progress regarding behavior and performance.

- Provide work direction to adult and student volunteers. Work with Human Resources to ensure all volunteers have been fingerprinted and have been cleared. Ensure volunteers have an activity clearance if they are along with children.

Other Duties:

- Performs 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.
- Basic record-keeping techniques.
- Operation of assigned office equipment and programs.
- Operation of computer
- Student database, word processing and graphics programs
- Oral and written communication skills.
- Basic contemporary fine arts and/or music education.
- Various instruments used in a band or ensemble, and/or theory and application of visual and performing arts.
- Interpersonal skills using tact, patience and courtesy.
- Basic child guidance principles and practices.
- Appropriate student conduct.

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.
- Utilize word processing, record keeping and graphic design software.
- Operate computer and other assigned office equipment.
- Assist teachers with reinforcing instruction to individuals or small groups of students.
- Work with students in technical areas of the arts/music, such as musical notation, visual or instrumental performance, or advanced fine arts.
- Read, understand, and explain musical scores and follow the conductor's tempo and dynamics.
- Engage and direct students in advanced artistic applications.
- Communicate effectively both orally and in writing.
- Monitor and discipline students according to established policies and procedures.
- Work independently with little direction.

Education/Licenses/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 private or college-level training in music, visual or performing art theory and at least one year of experience in a related creative environment and some clerical experience. Successful completion of the Merit examination process is required.

ESSA Requirement:

In accordance with Every Student Succeeds Act of 2015 (ESSA), paraprofessionals are required to have a high school diploma or its equivalent and demonstrate proficiency in reading, writing, math, and classroom instruction. Employees

are required to meet the requirements either by holding an AA degree or higher, having 48 units from an institution of higher education, or by demonstrating, through local assessment, the knowledge of and ability to assist in the instruction of reading, writing and mathematics.

Licenses and other requirements: Valid California driver's license.

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. Lifting to move small percussion equipment and set up chairs and music stands.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 118

Revised: Standard Education/Exp language 9/27/17; 12/13/23

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