



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Inst. Aide II- Music

Exemption Status: Non-exempt

Reports to: Director of Bands

Pay Grade: 02

Works with: Students/District Personnel

Days: 187

Dept./School: All Campuses

Date Revised: 07/23/2020

Primary Purpose:

To assist with the direction of the San Benito CISD Instrumental Music Program district wide.

Prerequisites:

- High school diploma or GED.

Special Knowledge/Skills:

- Knowledge in a variety of music courses.
- Leadership qualities and good communication skills.

Major Responsibilities and Duties:

1. Assists in the instruction, preparation and performance of all band activities.
2. Teaches fundamentals of musicianship and performance skills.
3. Assists with preparation for all competitions and performances.
4. Assists with middle school program.
5. Assists with summer band at high school.
6. Promotes the band program within the community.
7. Insures proper care, maintenance and inventory of all band equipment.
8. Assists in the direction of the marching band and other performing groups district wide.
9. Maintain music library.
10. Performs bus duty as assigned.
11. Assists in establishing rules, regulations & policies for the instrumental music program.
12. Assists on all band trips.
13. Will rehearse and take performing groups to contest and assist in directing at the middle school level.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____