

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: INSTRUCTIONAL ASSISTANT/MUSIC

Classification:	Classified	Work Year:	As assigned
Department:	School Sites	Board Approval:	08/19/1993
Reports To:	Principal	Format Revision:	10/30/2009
Salary Range:	Classified Salary Schedule, Range 7		

BASIC FUNCTION:

Under direction of Teachers, assist in the music instruction, supervision, and training of individual or groups of students by performing a variety of instructional support activities.

REPRESENTATIVE DUTIES:

- Instruct individuals and small groups of students in various learning situations.
- Supervise students to maintain effective environment.
- Implement school-wide discipline policies.
- Organize instructional environment; set up materials for daily activities, and maintain neat and orderly classroom/ instructional areas.
- Prepare materials and/or equipment for use in classroom activities; gather appropriate resource materials.
- Perform a variety of clerical duties as assigned.
- Monitor student progress through observation, daily contact, and maintenance of accurate student records.
- May also administer, check, and record standardized /classroom tests, daily assignments, and homework.
- Perform non-instructional duties such as establishing and maintaining informational and operational records and files, attendance records, lunch counts, and permission slips.
- Provide opportunity for students to learn about various musical instruments.
- Coordinate musical assemblies.
- Instruct students in basic music theory (seek pitch and rhythm).
- Attend inservice training, parent conferences, and after-school meetings as assigned.
- Perform other duties similar to the above in scope and function as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Music theory;
- Age appropriate methods of tutoring and motivating students;
- Various forms of music;
- Proper use of english, spelling, and grammar;
- General office procedures, practices, and equipment;
- Classroom procedures and children's instructional and recreational activities, games, arts, and crafts.

ABILITY TO:

- Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- Organize assemblies;
- Communicate in both oral and written forms;
- Supervise students in a variety of situations;
- Establish and maintain accurate records and files;
- Maintain the security and confidentiality of specified records and information;
- Follow District policies and school rules and regulations regarding students;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Normally located in a work environment with light physical qualifications and requirements.

PHYSICAL ABILITIES:

- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.