

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHOIR ACCOMPANIST AND PROGRAM ASSISTANT

BASIC FUNCTION:

Under the direction of the music teacher, accompany school choirs during rehearsals and concerts, assist the director in the leading of section rehearsals and concerts, and the coaching of individuals and small ensembles, and to do other related work as required.

Perform a variety of clerical and secretarial duties to relieve the music teacher of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for an assigned department; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform piano accompaniment for practice, rehearsals, and performances of school choirs.

Lead section rehearsals by playing parts, identifying student mistakes and problem areas, correcting mistakes and providing the right notes and rhythms.

Coach solos and ensembles by arranging or transposing music, teaching notes and rhythm, recognizing and resolving intonation problems, teaching good vocal techniques, providing suggestions regarding interpretation of music and encouraging students.

Provide assistance to substitute teachers by leading rehearsals as necessary.

Locate and select concert musicians as necessary.

Perform a variety of secretarial and administrative assistant duties to relieve the music teacher of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations.

Perform public relations and communication services for the music teacher and serve as a liaison between department, personnel, parents and students; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Coordinate, schedule and attend a variety of meetings, workshops and special events; compile and prepare agenda items and other required information for meetings, workshops and other events; take, transcribe and distribute minutes as directed; submit staff reservations and registrations for meetings and conferences; reserve facilities for trainings and meetings as needed.

Operate a variety of office equipment including a calculator, copier, fax machine, laminator,

folding machine, computer and assigned software; arrange for equipment repairs as required.

OTHER DUTIES:

Perform other related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced piano skills

Advanced music theory

Vocal techniques

Site reading, conducting, transposing, arranging and coaching skills

Modern office practices, procedures and equipment

Interpersonal skills using tact, patience and courtesy

Technical aspects of field of specialty

Record-keeping and filing techniques

Business letter and report writing, editing and proofreading

Telephone techniques and etiquette

Modern office practices, procedures and equipment

Correct English usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

Oral and written communication skills

ABILITY TO:

Play piano at an advanced level and sight read complex musical scores

Accompany choirs, soloists and small ensembles

Assist students in learning vocal music interpretation

Transpose and arrange music

Understand and follow oral and written directions

Work cooperatively with others

Establish and maintain effective working relationships with others

Perform a variety of secretarial and administrative assistant duties to relieve the music teacher of administrative and clerical detail

Plan, coordinate and organize office activities and coordinate flow of communications and information for the music teacher

Maintain a variety of records, logs and files

Utilize a computer to input data, maintain automated records and generate computerized reports

Establish and maintain cooperative and effective working relationships with others

Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by private or college-level training in piano and music theory and at least two years experience as an accompanist and four years increasingly responsible secretarial or administrative assistant

experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Vocal music classroom environment; subject to sitting at piano for long periods of time; occasionally stand and/or climb ladders, stairs, etc.; push or pull piano to different locations; repetitive twisting/pressure involving wrists/hands; repetitive use of arms, hands and shoulders; see small details; exposed to loud noise (e.g. children, music) up to 87 dBA; give student direction requiring clear speaking and the ability to hear normal voice conversation; exposed to minor contagious illnesses (e.g. colds, flu); accompany choirs, soloists and small ensembles during day or evening concerts; constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Sitting, standing and walking for extended periods of time

Bending the waist, kneeling or crouching to file and retrieve materials

Reaching overhead and above shoulders to retrieve supplies or records

Lifting, carrying, pushing and pulling moderately heavy objects

Employee_____Date_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: August 6, 2024