

INSTRUCTIONAL AIDE - MUSIC

DEFINITION

Assists a certificated employee in preparing, maintaining, and presenting specialized educational materials and in conducting instructional activities in the field of music education.

TYPICAL DUTIES

Assists a teacher or certificated employee in a school by performing some of the following duties in order to introduce and reinforce a subject matter to students:

- Presenting general music instruction and music appreciation to students.
- Demonstrating methods, techniques, materials, and use of musical instruments used in music classes.
- Reviewing student work for correct procedures in order to develop skills and techniques related to musical instrument or vocal performance.
- Conducting sectional rehearsals.
- Organizing activities such as displaying educational materials, preparing bulletin boards, arranging furniture to facilitate instructional needs, and creating an orderly and clean classroom environment.

May prepare various teaching aids by typing, duplicating, collating, stapling, and laminating to produce materials such as charts, graphs and other related materials.

May issue uniforms, equipment, and instruments.

May participate in staff development activities.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Aide-Music assists a teacher with instructional activities related to music theory and performance.

An Instructional Aide assists a teacher or another certificated employee in instructional activities related to an area of expertise acquired by advanced education, specialized training, or experience. Instructional Aide assignments are limited in the number of hours per pay period and may be irregular in schedule.

An Education Aide III assists a teacher or another certificated employee in conducting instructional activities, providing student services, modifying student behavior, and communicating with parents. Education Aide III assignments are usually regular in schedule and do not require expertise in specialized subject matter.

SUPERVISION

Immediate supervision is received from a certificated employee. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Standards of courtesy and behavior expected of students
- Band and orchestra instruments
- Record keeping techniques
- Musical notes and symbols
- Operation of various office machines

Ability to:

- Communicate effectively both orally and in writing
- Write legibly on a whiteboard
- Play a musical instrument
- Plan and organize work to meet schedules and times lines
- Work cooperatively with teachers and others
- Enforce safety and disciplinary rules

ENTRANCE QUALIFICATIONS

Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to pass the District Proficiency Test and possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university,

OR

Possession of an associate or higher degree, from a recognized college or university

OR

Receipt of a passing score on the Instructional Assistance Test.

Experience:

Two years of experience playing an instrument in a band, orchestra, or as a soloist. Experience assisting certificated staff in instructional activities is preferred.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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