



LA MESA-SPRING VALLEY SCHOOLS

Job Classification Description

Equal Employment Opportunity

Paraprofessional – Music

JOB FAMILY: Instruction Support

FLSA: Non-Exempt

SALARY SCHEDULE: Classified

PURPOSE STATEMENT:

Under the direction of the assigned Administrator and supervision of credentialed staff, assists in the instruction and reinforcement of musical concepts and instrumentation to individuals and groups of students; perform related clerical tasks as assigned.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

1. Assist in the instruction and reinforcement of musical concepts, appreciation, theory and instrumentation to individuals and groups of students; conduct and monitor exercises, rehearsals and performances; take attendance and maintain related records.
2. Observes and controls behavior of students in the classroom, individual group sessions, and a variety of school environments according to established procedures; monitors and interacts with students during outdoor, field trips, and other school activities as directed.
3. Operates a variety of classroom and office equipment including a computer, copier and assigned software.
4. Participate in the coordination of student music activities and lessons; participate in student activities related to music education and rehearsals.
5. Perform clerical tasks as assigned including duplicating materials, filing, typing and maintaining assigned records; reproduce, distribute and maintain music materials; prepare music packets for students.
6. Provides routine basic first aid and CPR to ill or injured students according to established procedures as needed; responds to medical emergencies and prepares related paperwork as appropriate; refers students to the health office as needed.
7. Communicate with teachers and parents regarding student progress, behavior and related matters.
8. Assist students with adjusting or preparing instruments; respond to questions from students as needed.

OTHER DUTIES:

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Perform related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Basic instructional methods and techniques
- Basic music education
- Basic recordkeeping techniques.
- Child guidance principles and practices
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- District organization, operations, regulations, policies, and objectives related to position
- Interpersonal skills using tact, patience and courtesy
- Operation of standard office and classroom equipment
- Oral and written communication skills
- Various instruments used in a band or string ensemble

Skills and Abilities to:

- Analyze situations accurately and adopt an effective course of action
- Assist with the instruction and reinforcement of musical concepts and instrumentation to individuals and groups of students
- Assist with maintenance of student records
- Attend and participate in rehearsals and performances
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Follow the conductor's tempo and dynamics
- Interpret and explain rules, regulations, policies, and procedures
- Learn structured teaching principles
- Maintain confidentiality of student records and communications
- Maintain routine records and data related to assigned activities
- Operate standard office and classroom equipment
- Read, understand, and explain musical scores and sheet music
- Understand and follow oral and written directions

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: private or college coursework in music theory or a related field and one year of experience working in a music environment.

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special qualifications include:

- Completed at least 48 units at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:

- Criminal Justice and FBI Fingerprint Clearance
- Negative TB test result plus periodic post-employment retest as required (currently every four years)
- Pre-employment physical exam through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Indoor/outdoor/classroom environment
- Dexterity of hands and fingers to play instruments, demonstrate activities, and operate standard office and classroom equipment
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information
- Seeing to read a variety of materials and monitor student activities
- Bending at the waist, kneeling, or crouching to assist students or retrieve materials
- Lifting and carrying moderately heavy objects as assigned by the position
- Potential contact with bodily fluids
- Potential contact with blood-borne pathogens and communicable diseases
- Reaching overhead, above the shoulders and horizontally, to retrieve and store materials and supplies