

## OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT III – ELEMENTARY MUSIC

*This is a part time/full time hourly position, for 180 days. Salary Range: Range 14, Classified Salary Schedule CC & CH & CB2*

### **DEFINITION:**

Under the supervision of the elementary principals and the Director of Curriculum and Instruction, perform a variety of specialized music education and instructional activities; perform instructional support and follow-up activities; and do other work as required.

### **ESSENTIAL DUTIES:**

Assist instructional personnel in the implementation of music education activities following a plan developed in cooperation with instructional personnel.

- Work with individual pupils or groups of pupils in an elementary school setting.
- Instruct students in vocal music, musical theory, basic instrumental music, performance, music history and other related activities.
- Plan and organize grade-level performances throughout the year.
- Conduct rehearsals to prepare students for performances. Provide support to teachers conducting rehearsals in your absence.
- Provide musical accompaniment for music instruction, musical programs, and rehearsals.
- Assist in providing and developing musical activities and programs for integration into various classroom instructional programs.
- Maintain accurate class records. Communicate information to certificated staff regarding individual student performance and achievement.
- Set-up and operate audiovisual equipment.
- Help supervise pupils in the music classroom and on school grounds.
- Participate in staff development programs as directed.
- Assist with ordering classroom supplies and materials.
- Prepare instructional materials, which may include typing, duplicating, gathering, organizing materials.
- Assist with routine classroom procedures; maintaining a neat, clean and orderly classroom atmosphere.
- Assist with the procurement, maintenance, transportation, and storage of musical instruments and music equipment.

- Assist with the organization and arrangement and storage of classroom facilities, instructional materials.
- Work hours will consist of the normal elementary school hours with some evenings for art shows/displays. If there are evening hours they will be compensated for additional hours per the OPCA contract.
- Perform other related tasks as assigned.

## **QUALIFICATIONS:**

### Knowledge of:

- The California Arts Standards
- Vocal and instrumental music and accompaniment.
- Theory and instructional strategies utilized with students involved with vocal music areas of study.
- Basic concepts and principles of child development and behavior characteristics, behavior management strategies, and techniques utilized with students exhibiting inappropriate or atypical behavior.
- Appropriate English usage, punctuation, spelling, grammar, and arithmetical concepts.
- Principles, goals and objectives of the educational process.
- Simple record management, storage and retrieval systems.
- Appropriate human relations and duties and responsibilities of an Instructional Aide.

### Ability to:

- Demonstrate enthusiasm for and interest in the instructional program.
- Communicate with and understand the needs of pupils.
- Establish and maintain cooperative and effective working relationships with children and adults.
- Collaborate effectively with classroom teachers at all elementary grade-levels across three sites.
- Collaborate with music teachers and instructional staff district wide.
- Read music, sing and play musical instruments.
- Transcribe musical notes and symbols.
- Integrate vocal and instrumental music into various classroom instructional programs across subject areas.
- Plan and organize work to meet schedules and timelines.
- Maintain records.
- Demonstrate an empathetic, patient, and receptive attitude with students who may be experiencing the need of special assistance; understand and follow specific student educational plans.
- Read, apply, and explain rules, regulations, policies, and procedures.

- Perform routine clerical tasks; operate office and educational machines and equipment.
- Understand and carry out oral and written directions.
- Serve as an appropriate positive role model for elementary-age children.

### **PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will exert 30-45 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must have an adequate range of motion in upper extremities.
- Involves walking, or standing for extended periods
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information
- Manual dexterity to effectively use musical instruments and related equipment
- Handle and work with various materials and objects
- Work is performed in a school environment at various elementary locations throughout the district with demanding timelines and subject to frequent interruptions.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION:**

- AA degree or 48 college units in any subject area
- Any combination of training and experience, which will demonstrate the knowledge and abilities listed above.

**OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**