

TITLE I INSTRUCTIONAL ASSISTANT – INSTRUMENTAL MUSIC PROGRAM

Position Details

Class Code: 1214

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: Pay Grade 44 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision of a licensed professional, assists in conducting classes, rehearsals, and performances for instrumental music students.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists licensed professional in the instrumental music program (i.e., band, jazz band, wind, percussion, etc.).
2. May assist licensed professional with music curriculum and pedagogy including curriculum planning and assessment.
3. May assist licensed professional in preparing students either as soloists or ensemble members for various performances.
4. May assist licensed professional in supervising sectional rehearsals and ensembles.
5. Maintain inventory of instruments and equipment. May make minor adjustments and request repairs, as required.

6. May assist licensed professional with preparing group(s) for participation in school performances, festivals, clinics, parades, etc.
 7. Assists licensed professional in maintaining discipline and encouraging acceptable behavior.
 8. Assists licensed professional in taking attendance, correcting papers, collecting money, and presenting instructional materials.
 9. May type and duplicate bulletins, instructional materials, schedules, correspondence, reports, and a variety of classroom and school material.
 10. May assist with the loading and unloading of buses to ensure that students board the proper bus.
 11. May assist in feeding students by preparing, distributing, ordering, and administering snacks and special lunches.
 12. May operate a variety of office machines.
 13. May contribute to reports on student progress, behavior, and performance.
 14. May keep records and administer medication to students per parent authorization.
 15. May assist students with daily assigned activities.
 16. May perform Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
 17. Completes standard Clark County School District/school forms.
 18. Conforms to safety standards, as prescribed.
 19. Performs other tasks related to the position, as assigned.
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DISTINGUISHING CHARACTERISTICS

Involves knowledge and experience of instrumental music techniques, performance practices, and the ability to develop musicianship in a classroom setting.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations)

1. Knowledge of CPR/AED and universal precautions.
2. Familiarity with instrumental music ensembles and different instruments and components.
3. Familiarity with music notation.
4. Ability to use Excel or other databases to conduct inventory of music material, equipment, and clothing.

5. Ability to work in confined, small, narrow, or dark spaces for extended periods of time.
 6. Ability to deal with unusual behavior and crisis situations.
 7. Ability to work effectively with all types of students.
 8. Ability to learn and apply school rules, regulations, and procedures.
 9. Ability to interpret and apply oral and written instruction.
 10. Ability to maintain confidentiality.
 11. Ability to perform several different tasks and determine priorities.
 12. Ability to plan and organize work.
 13. Ability to perform routine record keeping.
 14. Ability to work cooperatively with employees, students, parents/guardians, and the public.
 15. Ability to recognize and report hazards and apply safe work methods.
 16. Ability to play easy to moderate accompaniments.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Six (6) months experience in instrumental music performances or related experience.
3. Minimum of 48 credit hours from an accredited college or university or a passing score on the Educational Testing Services (ETS) para-pro assessment.

Licenses and Certifications

Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

Preferred Qualifications

1. Two (2) years professional experience in instructing students in instrumental music performances, skill acquisition, and musical understanding.

2. Knowledge of instrumental music literature.
 3. Knowledge of instrumental conducting.
 4. Ability to read and interpret music notation.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. College transcript(s), if applicable or copy of passing score on the ETS para-pro assessment.
 3. Current Cardio-Pulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District schools – theater, playgrounds, cafeterias, classrooms, other designated school areas, etc.

Work Environment

Strength

Sedentary to Heavy - exert force of 10-100 lbs., occasionally/frequently/constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing . Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting and outdoor setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Music Stands, instrumental supplies (i.e., reeds, valve oil, cork grease, mouth pieces, strings, rosin, shoulder rests, etc.), sound equipment, computers, printers, typewriters, fax machines, calculators, copy machines, telephones, school supplies, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 11/10/20
- Created: 03/18/16