

# Instructional Assistant – Strings Program

## Position Details

Class Code: 1207

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: Pay Grade 40 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under immediate supervision of a licensed teacher/professional, assists in conducting classes, rehearsals, and performances for a strings program.

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## Essential Duties and Responsibilities

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

1. Assists licensed teacher/professional in the instructing students in a strings program.
2. Assist licensed teacher/professional in diagnosing and evaluating student abilities and progress in a timely and consistent manner.
3. Assists licensed teacher/professional in maintaining discipline and encouraging acceptable behavior.
4. Assists licensed teacher/professional in taking attendance, correcting papers, collecting money, and presenting instructional materials.
5. May assist licensed teacher/professional in supervising sectional rehearsals.
6. May type and duplicate bulletins, instructional materials, schedules, correspondence, reports, and a variety of classroom and school material.
7. May assist with the loading and unloading of buses to ensure that students board the proper bus.

8. May assist in feeding students by preparing, distributing, ordering, and administering snacks and special lunches.
  9. May operate a variety of office machines.
  10. May contribute to reports on student progress, behavior, and performance.
  11. May keep records and administer medication to students per parent/guardian authorization.
  12. May assist students with daily assigned activities.
  13. May perform Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), as necessary.
  14. Completes standard Clark County School District/school forms.
  15. Conforms to safety standards, as prescribed.
  16. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves work and experience with strings techniques and performance practices.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of CPR/AED and universal precautions.
  2. Knowledge of strings literature.
  3. Ability to demonstrate skills and combinations being taught.
  4. Ability to work in confined, small, narrow, or dark spaces for extended periods.
  5. Ability to deal with unusual behavior and crisis situations.
  6. Ability to work effectively with all types of students.
  7. Ability to learn and apply school rules, regulations, and procedures.
  8. Ability to interpret and apply oral and written instruction.
  9. Ability to maintain confidentiality.
  10. Ability to perform several different tasks and determine priorities.
  11. Ability to plan and organize work.
  12. Ability to perform routine record keeping.
  13. Ability to work cooperatively with employees, students, parents/guardians, and the public.
  14. Ability to recognize and report hazards and apply safe work methods.
  15. 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 strings performances or related experience.

### Licenses and Certifications

Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificate from either 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

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

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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. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
  3. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

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

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## Work Environment

### Strength

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

## **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional 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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Musical equipment and supplies, music stands, sound equipment, computers, printers, typewriters, fax machines, calculators, copy machines, telephones, school supplies, etc.

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## **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: 07/26/21
- Created: 03/18/16