

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT – INSTRUMENTAL MUSIC**

DEFINITION

Under the direction of the instrumental music teacher, assist in providing instruction to students in assigned music classes; reinforce instruction to individuals or small groups of students, conduct warm-up sessions and rehearsals, transpose and arrange music, and perform clerical tasks as assigned.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to the position. This list is not intended to be an exhaustive list of all of the tasks assigned to the position.

- Provide instruction to students in assigned music classes; reinforce instruction individually, in sections or in large groups; coordinate section coaches E
- Conduct warm-up sessions to prepare students for rehearsal; conduct full rehearsals and sectional rehearsals, assist students with ear training and rhythm recognition, and explain musical concepts and ideas as needed E
- Transpose and arrange music E
- Tutor and drill students, individually or in groups, following lesson plans developed by the teacher to reinforce concepts E
- Make minor repairs or adjustments to instruments, arrange for repairs as needed, assist students with adjusting or repairing instruments, respond to questions from students as needed E
- Assist in determining appropriate chair placement of students based on ability; receive and respond to students challenging chair assignments E
- Chart field formations for half-time shows (some positions)
- Plan, organize and attend concerts, full rehearsals and festivals; process permits and prepare related paperwork E
- Issue uniforms, equipment and instruments
- Maintain and control student behavior during class, small group, and individual sessions
- Operate a computer and other office equipment as assigned
- Assist in the legal reproduction, distribution and maintenance of music materials, prepare music packet/folders for students E
- Assist in organizing activities such as displaying educational materials, preparing bulletin boards, arranging furniture to facilitate instructional needs, creating an orderly and clean classroom environment
- Perform a variety of classroom associated clerical work such as typing, sorting, filing, keeping accurate records, setting up and maintaining file folders, completing forms and applications, collecting money, measuring, cutting, and duplicating
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Basic music education
- Music history, theory and appreciation
- Musical instruments played in an orchestra or band
- Musical scoring
- Conducting techniques
- Symphonic literature and various music styles
- Interpersonal skills using tact, patience and courtesy
- Appropriate student conduct
- Marching patterns and maneuvers (some positions)
- Record-keeping techniques
- Copyright laws related to duplicating music
- Oral and written communication skills
- Operation of a computer and other office equipment
- Fundamentals of tone production on various string, wind, brass and percussion instruments
- English usage, grammar and punctuation

Ability to:

- Provide instruction to students in assigned music classes
- Conduct warm-up sessions, full rehearsals and sectional rehearsals
- Play various string, brass, wind, and percussion instruments
- Arrange music
- Read, understand, interpret and conduct musical scores
- Drill students in marching formation (some positions)
- Explain music theory and ideas
- Make minor repairs to instruments
- Coordinate large productions
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Operate a computer and other office equipment
- Work independently with little direction
- File, prepare and maintain assigned records
- Perform clerical tasks as assigned

TRAINING AND EXPERIENCE

Any combination equivalent to graduation from high school, the equivalent of two years of college or an AA degree, supplemented by private or college-level training in music theory and at least one year of experience in a music teaching environment.

Preferred: Musical ensemble playing experience for at least 2 years (type of ensemble needs to be similar to that of the music program).

Preferred: Bachelor’s degree in music or related field and three years experience in a music program.

LICENSE REQUIRED

Valid California driver’s license

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of abilities, conditions and tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

| PHYSICAL DEMANDS | ASSOCIATED TASKS |
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| <p>Vision: (which may be corrected) Read normal print</p> | <p>To perform tasks such as to: Read curriculum and grade student work Read musical scores</p> |
| <p>Hearing: (which may be corrected) Hear sounds which warn of potential danger Understand speech in classroom setting Hear a wide range of musical pitches</p> | <p>To perform tasks such as to: Supervise students and respond to emergencies, Instruct groups, respond to questions; listen and reinforce teacher lessons Assist in teaching correct notes to students</p> |
| <p>Speech: Speak with a level of proficiency and volume to be understood in face-to-face public contact Speak with a level of proficiency and volume to be understood in a classroom Speak for prolonged periods</p> | <p>To perform tasks such as to: Communicate with teachers and students Instruct groups of students Instruct and supervise students</p> |
| <p>Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects</p> | <p>To perform tasks such as to: Play a variety of string, wind, brass, and percussion instruments Conduct small or large group rehearsals</p> |

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| <p>Upper Body Mobility (continued): Turn, raise, and lower head, twist and bend at torso</p> | <p>To perform tasks such as to (continued): Operate AV equipment, instruct students, use chalk, pencil, and pen Supervise students and grade papers</p> <p>Play a variety of string, wind, brass and percussion instruments</p> <p>Perform in a variety of venues</p> <p>Conduct small or large group rehearsals</p> |
| <p>Lower Body Mobility: Walk on even and uneven surfaces</p> <p>Climb stairs</p> <p>Bend at waist and stoop</p> <p>Sit or stand for prolonged periods of 50 minutes</p> <p>Step over objects</p> | <p>To perform tasks such as to: Supervise students in the classroom</p> <p>Follow disaster plan</p> <p>Play a variety of instruments, operate office/AV equipment, provide physical assistance to students, and follow disaster plan</p> <p>Play a variety of instruments, instruct and supervise students</p> <p>Work in a classroom setting</p> |
| <p>Strength: To lift, push, pull and/or carry objects which weigh as much as 50 pounds on a frequent basis</p> | <p>To perform tasks such as to: Assist in setting up audio visual equipment, moving piano, and other instruments</p> |
| <p>Environmental Requirements: Constant work interruptions</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p> | <p>To perform tasks such as to: Instruct and supervise students</p> <p>Assist in instructing groups of students in absence of teacher</p> <p>Coordinate activities with teachers and students</p> <p>Perform all classroom duties</p> |
| <p>Mental Requirements: Read, write, understand, interpret, and apply moderately complex information</p> <p>Math skills at an 8th grade level</p> | <p>To perform tasks such as to: Read and understand curriculum, interpret music</p> <p>Correct and grade papers</p> |

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| <p>Mental Requirements (continued): Copying</p> <p>Process information quickly and make quick decisions</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Place information in order of importance</p> <p>Listen</p> <p>Demonstrate</p> <p>Give verbal instruction</p> | <p>To perform tasks such as to (continued): Document information</p> <p>Work safely and effectively with students</p> <p>Instruct and supervise students, interpret music</p> <p>Respond to difficult or emergency situations</p> <p>Understand questions and concerns of teacher and students</p> <p>Reinforce teacher lessons</p> <p>Instruct and supervise students</p> |
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Other Conditions of Continued Employment:

- Some positions may require the use of a personal automobile and the possession of a valid California Class C Driver's license.
- Speak at a conversational level and demonstrate fluency and literacy in English
- Participate in employer-mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Personnel Commission Approved: 2/3/03

Board of Trustees Adopted: 11/5/03

1.16.03