

INSTRUCTIONAL ASSISTANT, MUSIC

DEFINITION

Monitors and maintains one or more instructional music laboratories and practice rooms provides instructional assistance to students in the development of perceptive listening skills, and is responsible for the routine business transactions of the music department office.

TYPICAL DUTIES

- Schedules and oversees the use of one or more instructional music laboratories and practice rooms by students, staff, and faculty.
- Explains to students the established instructional laboratory policies and the use of equipment available within the instructional laboratory and practice rooms.
- Issues and receives materials and equipment for student use in laboratory and classroom, keeps records, and effects the return of materials and equipment checked out to students.
- Assists students with listening assignments to develop perceptive listening techniques by identifying musical styles, reading musical scores, and analyzing the harmonic, melodic, and rhythmic structure of musical compositions.
- Orders, receives, classifies, catalogs, and files scores, books, and audio recordings used in the instructional music laboratory.
- Gathers information and prepares programs and promotional materials by planning and maintaining production and mailing schedules.
- Answers inquiries from District staff, students, and community members regarding musical performances and music department business.
- Prepares letters, memorandums, and reports.
- Develops and maintains the record and filing system of the music department.
- Assists in maintaining laboratory attendance and progress records.
- Maintains inventory records for supplies, services, and equipment and prepares periodic inventory reports and requisitions.
- May provide basic course information to students.
- May provide training and work direction to student employees.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Music**, applies knowledge of music in assisting students in the development of perceptive listening skills; schedules and oversees the use of instructional music laboratories and practice rooms; and is responsible for the routine day-to-day business transactions of the music department office

A **Piano Accompanist/Coach** provides piano accompaniment for music, dance and choreography classes, choral groups, soloists, and coaches students outside of class to improve vocal and/or instrumental skills.

SUPERVISION

General supervision is received from a Department Chair. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Musical instruments
- Musical terminology
- Musical periods, styles, and classifications
- Basic principles of music theory
- Library practices and procedures applicable to a music collection
- Sources of supply for instrumental and choral music
- Office practices and procedures
- Capabilities of computer systems, software, and hardware common to instructional laboratories
- Principles of recordkeeping

Ability to:

- Provide instructional assistance to students and instructional staff
- Read music
- Organize and maintain a large and diversified collection of music
- Operate a variety of audio-visual and office equipment properly
- Prepare attractive and effective publicity and informational materials
- Keep detailed and precise records
- Give clear and concise instructions
- Communicate effectively both orally and in writing
- Work effectively and cooperatively with students and instructional staff
- Effectively utilize computer hardware and software
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

An associate degree or its equivalent from a recognized college or university with a major in music or a closely related field.

OR

Graduation from high school or its equivalent **AND** two years of full-time paid experience in providing instrumental or vocal instruction.