



## PERSONNEL COMMISSION

**Class Code: 0447**  
**Salary Range: 12 (C1)**

### INSTRUCTIONAL AIDE - INSTRUMENTAL MUSIC

#### JOB SUMMARY

Under immediate supervision, assist and participate in the instruction, rehearsal, and performance of students and music groups; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Discuss classroom learning activities with teacher/specialist to coordinate instructional efforts and to implement instructional programs. **E**
- Tutor or drill students, individually or in groups, following lesson plans developed by the teacher or reinforce learning concepts. **E**
- Operate a variety of office machines and/or instructional equipment such as a mimeograph, adding machine, typewriter, personal computer, computer terminal, copiers, laminator, telephone, and video cassette recorder. **E**
- Perform a variety of classroom associated clerical work, such as typing, sorting, filing, keeping accurate records, setting up and maintaining file folders, recording attendance, completing forms and applications, collecting monies, measuring, cutting, and duplicating. **E**
- Prepare various teaching aids by such methods as typing, duplicating, collating, stapling, laminating to produce such materials as charts, graphs and other related materials. **E**
- Assist in classroom organizing activities such as displaying educational materials, preparing bulletin boards, arranging furniture to facilitate instructional needs, creating an orderly and clean classroom environment. **E**
- Replenish supplies and materials from the stock room for classroom use. **E**
- Conduct sectional rehearsals. **E**
- Chart field formations for half-time show. **E**
- Assist in student control. **E**
- Issue uniforms, equipment and instruments. **E**
- Sort, file and issue sheet music. **E**

- Receive and file forms received from students. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. ***E***
- Push or pull students in a wheelchair and provide incidental hygienic or diapering support as assigned.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

An Instructional Aide - Instrumental Music assists in training and directing band and orchestra units. Incumbents work in a classroom or learning center, providing instructional support to the teacher/specialist and are present to reinforce the learning capabilities of students.

Incumbents in this classification occasionally work with students possessing a physical disability or impairment. The pushing or pulling of a student in a wheelchair, the setting up and/or removing books or other instructional materials on desks or tables, providing incidental hygienic or diapering support characterizes just some of the additional support which may be required.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Musical scoring.  
Marching patterns and maneuvers.  
Filing.  
Learning patterns of children.  
Child behavior and behavior modification.  
English usage, grammar and punctuation.  
Record keeping techniques.  
First aid.

#### **Ability to:**

Play a musical instrument.  
Arrange music.

Conduct sectional rehearsals.

Drill students in marching formation.

Understand and carry out oral and written instructions.

Learn to tutor students in areas related to music.

Motivate and encourage positive learning patterns and behavior.

Assist with the discipline of students in accordance with District policy.

Print and handwrite legibly.

Operate a variety of office and classroom machines and equipment, (copy machine, video cassette recorder, slide projector, microcomputer.)

Perform a variety of clerical duties such as typing, sorting, measuring, cutting, filing, and duplicating.

Keep accurate records.

File.

Establish and maintain effective relationships with those contacted during the course of work.

Demonstrate a willingness to work collaboratively as an educational team member.

Administer first aid or necessary physical assistance to ill or distressed students.

**Education and Training:**

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must also show proof of completion of one college-level course of instrumental activity.

**Experience:**

One year of playing an instrument in a band, orchestra, or as a soloist.

Experience in charting field formations for marching bands is desired.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Music classroom on a high school campus, standard office and outdoor stadium.  
May be exposed to various types of inclement weather conditions.  
The employee may occasionally assist in the cleaning and personal hygiene of students.

**PHYSICAL DEMANDS**

May include pushing, pulling, lifting, stretching, crouching, squatting, kneeling, bending, and climbing.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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