



PERSONNEL COMMISSION

Class Code: 0244
Salary Range: 20 (C1)

INSTRUCTIONAL ASSISTANT - BALLET FOLKLORICO - BL SPANISH

JOB SUMMARY

Under immediate supervision, assist in the delivery of information to students which leads to skill at performing Ballet Folklorico dance; perform a variety of instructional and clerical duties designed to free the program facilitator from routine work related to this educational program; 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.

- Prepare and organize instructional activities and materials relating to dance. **E**
- Participate in the development of curriculum in such areas as the history of dance and relevant cultural roots, development and evolution which will lead to the better understanding of the dance methods and techniques used and ultimately, correct interpretation and performance. **E**
- Provide tutoring to students in dance. **E**
- Observe students to determine physical and artistic qualifications and limitations, and plans, programs to meet students needs and aspirations. **E**
- Explain and demonstrate techniques and methods of regulating movements of body to musical or rhythmic accompaniment. **E**
- Drill students in the safe execution of dance steps. **E**
- Dance alone, with partner, or in groups to entertain audience. **E**
- Perform culturally and historically classical Folklorico dance. **E**
- Rehearse dance movements. **E**
- Inform teachers or specialist of student progress and or problems. **E**
- Observe and record information about student participation and their response to direction, and other significant learner related data; inform program supervisors or specialist of participant response or problems. **E**
- Review and score student work assignments, performances or tests. **E**
- Maintain work area in a clean and orderly condition. **E**
- Perform related classroom support activities such as taking attendance, maintaining records, conducting inventories, typing, operating duplicating or photo copy equipment, preparing reports, schedules, collecting money, writing receipts, filling out forms and passing out textbooks or materials. **E**
- Provide in-service training to other staff within subject matter area of expertise.

- Maintain knowledge of contemporary developments within subject matter area of dance. ***E***
- May administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. ***E***
- Make home calls in connection with student attendance problems. ***E***
- Organize and plan dance productions for school and community entertainment. ***E***
- May make presentations to groups such as parents or community assemblies to explain program goals, objectives, or activities.
- May choreograph own or others dance.
- May sing or make appropriate vocal expressions during dance.

*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

Instructional Assistants are programmatic in function rather than in a teacher-classroom orientation. The Instructional Assistant-Ballet Folklorico is an active, knowledgeable participant in the development of instructional activities and materials which are designed to provide instructional and motivational assistance to program participants. Incumbents in this classification may be assigned to single class or to a number of classes and activities according to the needs of the student population served and outlined educational objectives. They actively participate in the delivery of educational subject matter rather than the lesser included task of tutoring and drilling students which is more typical of the Instructional Aide classifications.

EMPLOYMENT STANDARDS

Knowledge of:

Basic educational reference material.

Basic material regarding dance, dance performance, and the historic and cultural development of dance.

Dance steps and dancing routines.

Ethnic groups and cultural diversity in the community.

Physical development necessary to accomplish dance steps and routines.

Group behavior and group dynamics.

Basic concepts of child development and behavior.

Behavior intervention and modification.

English usage, grammar and punctuation.

Effective instructional and study techniques.

General classroom management techniques.

Correct English usage, spelling, grammar, and punctuation.

Basic record-keeping.

Basic math.

First aid.

Ability to:

Perform a dance routine.

Create dance routines from traditional dances.

Perform a solo dance or with a group.

Instruct students in various dances.

Understand and speak Spanish.

Direct a troupe of dancers.

Memorize, follow and teach instructions for dance routines.

Move with grace and rhythm, coordinating body movements to music and with the movements of others dancers.

Keep in excellent physical condition by exercising and performing dance routines regularly.

Perform before an audience with poise and self-confidence.

Express emotions, such as joy, sorrow, or excitement, by the way one moves arms, legs, and body.

Understand basic dance steps and the way they relate to various kinds of music.

Motivate students to participate in the learning activities associated with dance.

Develop curriculum related to dance, dance performance and the historic and cultural development associated with dance.

Observe and analyze participant response.

Present dance instructional materials.

Work well with students; encourage positive learning patterns and behavior.

Present classroom materials, make community presentations and facilitate discussion and performance of dance.

Give first aid or necessary comfort to ill or distressed students.

Gather, analyze, evaluate and report response/feedback from surveys, programs and presentations to staff.

Understand and carry out oral and written instructions.

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

Lift and move audio-visual equipment and supplies in order to position them for use, student work, display, etc.

Remain flexible to program schedules as presentation or performance may occur in the evening hours and on weekends.

Learn to set up and use such classroom or general office equipment as audio-visual equipment, typewriter, photocopier, laminator, etc.

Develop a sensitivity to the various cultural differences appropriate to the programmatic area of instruction.

Effectively monitor or direct the activities of assigned personnel.

Demonstrate a positive role model to students.

Evaluate and grade student produced materials or performance as appropriate.

Inform and enforce district policies regarding such matters as learning environment, conduct, behavior, etc.

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 provide proof of completion of college-level coursework relating to the activities of this classification, such as education, sociology, music, dance, music and/or dance history, gymnastics, health sciences or psychology. One year of professional dance training is preferred.

Experience:

One year of experience working with young people of school age or young adults.

Two years in performing dance at the professional or semiprofessional level.

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

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

Positions in this classification require the ability to communicate effectively, both orally and in writing, in a designated second language.

WORKING ENVIRONMENT

Typical school site or classroom environment, gymnasium, auditorium stage, community setting or in a dance class setting.

Travel from school to school.

May include evening and weekend work to accommodate the scheduling of programs and/or presentations.

May be exposed to a variety of temperatures in rehearsal and performance settings, including hot, bright lights, crowds, tight schedules and rapidly changing circumstances affecting performance or drilling of students.

PHYSICAL DEMANDS

Some assignments require the lifting and positioning of items such as audio-visual equipment.

May include kneeling, crouching or crawling on floor, under equipment, stooping, pushing and pulling.

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.

08/11/94

Rev 10/24/02

Rev: 8/23/2007