



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 61-2022/23
DOCUMENT NO. 41-2022/23
DATED: 03/16/2023

MUSIC TUTOR

DEPARTMENT/SITE: Arts Education/Site
Assigned

SALARY SCHEDULE: Supplemental-Help

SALARY RANGE: \$25.00 Per Hour

WORK CALENDAR: Non-Contracted

REPORTS TO: Music Teacher

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Music Teacher and their Supervisor, the Music Tutor supports music instruction during the school day and after school at assigned school sites and facilities. The Music Tutor provides instrumental or vocal coaching to individuals and groups of students, as directed by the music teacher and their supervisor. The incumbents in this classification provide the school community with support in providing a quality arts program that directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in the facilitation of student assessment.
- Coordinates, oversees, integrates, and may participate in the operation of production equipment during rehearsal and productions.
- Leads sectional rehearsals when assigned.
- Models instrumental technique by playing their own instrument or vocal technique by singing.
- Prepares for tutoring by learning repertoire prior to rehearsals.
- Provides feedback to students that improves their musical ability.
- Recommends activities and repertoire to student musicians for continued independent study.
- Participates in the development of operating goals and objectives for the assigned program; recommends, implements, and administers methods and procedures to enhance operations.
- Provides creative and operational oversight, guidance, and training to student crew members in basic rehearsal and performance practices, techniques, and work standards.
- Recommends activities and repertoire to student musicians for continued independent study.
- Works with teachers and producers to coordinate and sequence activities and arrange details for rehearsals and performances.
- Works with teachers and other Arts Education team members to meet production timelines and budgets.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District training

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- At least a college-level ability on their instrument
- Music instruction practices for individuals, small groups, and ensembles
- Music performance expectations, etiquette
- Music theory as it applies to the assigned discipline
- Methods and problems of musical performance, especially for the assigned instrument or discipline

Skills and Abilities to:

- Manage small groups of young and mature students
- Provide tutoring at multiple sites, for multiple directors of multiple ensemble types in one or more instruments
- Apply independent judgment and discretion in coordination with limited facilities
- Work with staff in stressful or high-pressure situations created by strict deadlines
- Work flexible hours including evenings and weekends, when required
- Teach and instruct others
- Ensure that safety is a priority focus construction, operation, and production of programs
- Build harmony among team members and convey aesthetic concepts

RESPONSIBILITY:

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

- High School Diploma or Equivalent.

EXPERIENCE REQUIRED:

- With at least two (2) years of post-secondary music participation, ensemble participation, or professional musicianship; One (1) year of supervisory experience is preferable; **OR** an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After the offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently

every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

Work is performed indoors in a theater/shop environment and occasionally outdoors where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and tools. Requires work in the evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, and move weights of up to 30 pounds and push, pull, and guide materials over 50 pounds
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including the ability to grasp and operate shop equipment, calibration instruments, and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations