



**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 ASSISTANT**

**DEPARTMENT/SITE:** Arts Education/Site  
Assigned

**SALARY SCHEDULE:** Supplemental-Help  
**SALARY RANGE:** Minimum Wage Per Hour  
**WORK CALENDAR:** Non-Contracted

**REPORTS TO:** Music Teacher

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the direct supervision of the Music Teacher or Music Tutor, the Music Tutor Assistant supports music instruction outside of the school day, or during the school day when authorized by the Director of Arts Education, at assigned school sites and facilities, particularly with elementary-aged students. The Music Tutor Assistant 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.
- Follows the direction of the Teacher or Music Tutor.
- Leads sectional rehearsals when assigned.
- May serve as crew member for assigned performances.
- Models instrumental technique by playing their own instrument or vocal technique by singing.
- Prepares for tutoring by learning repertoire prior to rehearsals.
- Provides instrumental or vocal tutoring and coaching to students in groups and as individuals.
- Provides feedback to students that improves their musical ability.
- 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)*

Music Tutor Assistant  
Updated: New  
Previous update:

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MUSD BOARD APPROVED:  
May 23, 2023  
MOTION NO. 134-2022/23  
DOCUMENT NO. 442-2022/23

**Knowledge of:**

- High School-Advanced level of proficiency in the selected instrument or voice
- Music instruction practices for individuals, small groups, and ensembles
- Music performance expectations, etiquette
- Methods and problems of musical performance, especially for the assigned instrument or discipline

**Skills and Abilities to:**

- Manage small groups of young students
- 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 industry 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 secondary music participation; and one (1) year of ensemble leadership experience is preferable, but not required.

**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 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 evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, 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 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