

Madera Unified School District Classified Job Description

Paraprofessional Aide (Music)

Purpose Statement

The job of Paraprofessional Aide (Music) was established for the purpose/s of providing support to the instructional program with specific responsibilities for providing accompaniment for rehearsals and performances; assisting with classroom clerical tasks; and serving as an instructional resource for students and teachers in the area of choral music.

This job reports to District Music Coordinator or site designee.

Essential Functions

- Analyzes assigned music prior to rehearsal and performances (e.g. correct tempos, challenging transitions, dynamics, etc.) for the purpose of ensuring efficient use of rehearsal time and performance schedules.
- Assists the Choral Instructor for the purpose of training students in the art of singing.
- Assists the teacher in supervising student activities for the purpose of ensuring efficient use of class time and maintaining a positive learning environment.
- Exhibits professional and stage etiquette for the purpose of serving as a model of professionalism at musical productions.
- Rehearses with choral groups and soloists for the purpose of playing full and sectional accompaniment.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill-based competencies required to satisfactorily perform the functions of the job include: piano playing; sight reading music; and working with large groups, solo vocal instrumentals and choral singers.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily

perform the functions of the job include: established audition standards; voice ranges; musical theory and notation; and key transpositions.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; hearing mistakes in music performances; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience One year of experience in playing the piano, keyboard, including experience in reading music.

Education High School diploma or equivalent.

Completion of forty-eight units from a nationally accredited college or university, or A.A. degree or higher; or the passage of a local assessment test

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands(A)

FLSA Status

Non Exempt

Approval Date

Salary Range

Classified Salary Schedule – Range 11