



Job Description

Title: Art/Music Instructional Assistant	FLSA Status: Non-Exempt	Months: 10
Supervisor: School Principal	Supervises: N/A	Range: 13
Department: Site	Bargaining Unit: Classified	Approved: 6/15/2023

JOB SUMMARY:

Under the direction of the site principal and under the supervision of the classroom teachers, the Art/Music Instructional Assistant will provide assistance to the teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the supervision of the teacher the assistant will work with individual pupils or groups of pupils in the school classroom to provide art and/ or music lessons
- Operate various art and or music equipment.
- Working under the supervision of classroom teachers, assist with the design and creation of art and music content.
- Performs cleanup activities.
- Maintain a clear and orderly art and or music supply/equipment environment.
- Communicate and schedule with classroom teacher(s) art and or music opportunities.
- Assist other instructional staff with the development and presentation of learning materials, supplies and instructional exercises.
- Assists and presents art or music displays and exhibitions of pupils' work for the school, district and community.

OTHER DUTIES:

Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills/Ability to:

- Demonstrate the ability to communicate and work well with others.
- Ability to manage groups in a positive manner.
- Possess and utilize strong organization skills.
- Motivate and enthuse students through their art experience.
- Demonstrated ability to utilize technology for communication.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- High School Diploma
- Experience in assisting with art and or music
- Training in art/music or knowledge of art/music appreciation
- Knowledge of art/music theory and history

WORKING CONDITIONS:

Work Environment:

- Primarily indoor classroom and school environment
- Temperature normal climate

Physical Demands:

- Light to moderate physical effort standing and/or walking for extended periods of time. Lift and move instructional materials and equipment.
- Moderate stress level.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.