



Inst Asst 4 / Content Orch

Purpose Statement

The job of Inst Asst 4 / Content Orch is done for the purpose/s of providing support to the instructional process by serving as a group instructor with specific responsibility for developing students' skills in the specific content area music & orchestra, etc; supervising students within the specialty classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; and responding to inquiries from students, teachers, parents or guardians regarding the program.

This job is distinguished from similar jobs by the following characteristics: Works primarily with groups in a specific content.

This job reports to Principal

Essential Functions

- Assembles materials for the purpose of providing support to activities and instruction.
- Assesses student progress towards objectives, expectations, and/or goals (e.g. artistic skills and abilities, etc.) for the purpose of providing feedback to students and parents.
- Attends meetings and/or workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Disseminates district and/or community content information to students for the purpose of providing opportunities for students to participate.
- Instructs students for the purpose of improving their knowledge and skills in orchestra.
- Maintains files (e.g. lesson plans, performance information, etc.) for the purpose of organizing information for future reference.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Plans and conducts concerts, recitals, etc. for the purpose of presenting student work.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: guiding others; instructional techniques; monitoring activities; and planning.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: curriculum and instructional methods; age appropriate activities/behaviors; art principles, line, shape, color, form; and instructional media/equipment.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is

required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Pre-Employment Proficiency Test

Certificates and Licenses

Has completed 48 units of college-level coursework meeting current requirements OR Associates Degree or Passing score on Praxis Para-pro exam

Continuing Educ. / Training:

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 4