



MUSIC PROGRAM ASSISTANT

Classification: Music Program Assistant

Location: Assigned School(s)

Reports to: Principal or Principal Designee

FLSA Status: Non-Exempt

Employee Group: Non-Represented

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

Serves as Music Program Assistant for school jazz bands and jazz combos, under the supervision of Band Director. Delivers and oversees the day-to-day activities of course offering. Assists Band Director in creating a cultural climate that is professional, inclusive and conducive to learning.

Part II: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Serves as primary contact with students and program participants; provides information regarding program policies and activities.
2. Carries out instructional and skill building activities under the direction of the Band Director.
3. Composes correspondence, printed materials and/or news releases related to program policies, procedures.
4. Compiles and distributes information relative to program activities; confers with students, teachers, principals, parents and/or outside agencies.
5. Coordinates arrangements for program activities such as meetings and conferences. Supervises and attends all music rehearsals, performances and retreats. Travels with bands when performing out of town. Develops program schedules, travel plans and related arrangements for all program service activities in conjunction with supervisor.
6. Maintains and communicates student attendance and progress records. Develops and administers program budget. Purchases program materials while adhering to organizational procedures. Recommends capital acquisitions for program services.



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7. Assists supervisor with on-going program recruitment. Assists supervisor in developing annual performances. Develops short and long-term program plans in conjunction with supervisor.
8. Serves as a program liaison with the education and business communities and other relevant organizations in conjunction with supervisor.
9. Performs related duties as assigned.

Part III: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High School diploma or equivalent.
3. Experience working with jazz bands or other music programs, preferably in high schools.
4. Ability to work with students in a warm and confident manner; ability to establish and maintain effective working relationships with a variety of people in a multi-cultural environment; adapt to change; maintain confidentiality.

Part IV: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform work at a computer display terminal. The employee must lift and/or move 25 to 50 pounds, and may assist or move students with greater weight when required to intervene in student safety issues.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels. The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.