

## **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.

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#### **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