

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: RESOURCE SERVICES SPECIALIST- MUSIC**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Educational Services or designee, assist a certificated teacher in reinforcing instruction related to programs involving music and choral activities; assist in the preparation of instructional materials and provide routine clerical support as related to the position.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist a certificated teacher in reinforcing instruction related to programs involving music and choral activities for the assigned program throughout the District; assist students with music and specific instructional tasks in an individual or group setting.

Assist in the preparation and presentation of lesson plans for music; assist teacher with lesson plan-related matters.

Assist teacher with organizing and directing students on music as a language development method through movement and rhythm.

Perform music activities and exercises with students and encourage student participation; perform demonstrations and ensure student understanding.

Serve as choral music director as assigned; organize arrangements and choreograph performances; play piano or other musical instruments to accompany musical arrangements.

Observe and refocus behavior of students during physical activities according to approved procedures; report progress regarding student performance and behavior.

Ensure the health and safety of students by following established practices and procedures.

Operate a variety of musical equipment.

##### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Music and related activities.

Student guidance principles and practices.

Safe practices in music activities.

Basic arrangements and related activities of a school music program.

Basic instructional methods and techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

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**Ewing Consulting, Inc.**

**ABILITY TO:**

Assist a certificated teacher in reinforcing instruction related to programs involving music and related activities.

Assist in the preparation of instructional materials.

Perform music activities and exercises with students.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Observe health and safety regulations.

Perform duties related to music activities.

Maintain records and files.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or its equivalent supplemented by college-level course work in music and one year experience in working with youth in an organized music setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certificate issued by an authorized agency.

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate musical equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Ability to see to monitor student activities.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

**HAZARDS:**

Exposure to loud noises.

**FINAL 3.22.14**