

MUSIC SPECIALIST
Grade 4

Purpose Statement

The job of Music Specialist is done for the purpose/s of providing support to the instructional process by assisting the classroom instructor in the development of students' music appreciation and skills; monitoring students within the classroom and other assigned areas; implementing lessons and assisting with group and individual student instruction; collaborating with the teacher in addressing instructional and classroom issues; and responding to student inquiries for help.

This job reports to Education Services Coordinator

Essential Functions

- Administers subject specific assessments and as directed by the classroom teacher for the purpose of assessing the level of students' competencies in music.
- Instructs assigned students while under supervision of the classroom teacher (e.g., voice, instrumentation, etc.) for the purpose of improving students' music appreciation and musical skills, and/or in preparation for musical productions.
- Maintains musical instruments, equipment, and supplies as assigned for the purpose of ensuring availability of required materials.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (e.g., classroom, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in meetings (e.g., unit meetings, workshops, etc.) for the purpose of conveying and gathering information required to perform functions.
- Prepares a variety of information (e.g., attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Responds to inquiries from students (e.g., homework questions, help with instrument, etc.) for the purpose of resolving issues, providing information, and direction.
- Supports classroom teacher for the purpose of assisting in the implementation of established curriculum and individual student plans.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations, and laws; age-appropriate activities; read and comprehend technical information (e.g., music sheets) stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; 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; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

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

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.