



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Elementary Music Specialist

Established date: 7/28/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under the supervision of a site administrator and with direction from the classroom teacher, assists with the instruction in the area of music.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Examples of duties Include (but are not limited to):

1. Assist with the development of student interest in and appreciation for the fine arts, specifically music
2. Assists with implementation of instruction that meets State Arts Standards
3. Assists teacher with individual and small group instruction to increase knowledge and improve musical skills – pitch, rhythm, music notation, and proper techniques
4. Assists with students, staff, parents in coordinating and planning student performances
5. Assists in organization of classroom time so preparation and instruction can be accomplished within allotted time
6. Researches and recommends selections to teacher
7. Supervises students during classroom activities and related out-of-class activities
8. Communicates with teacher on pupil progress
9. Performs other duties in related area as required

MINIMUM QUALIFICATIONS

Knowledge of:

1. State Arts Standards
2. Instructional strategies used in teaching proper techniques
3. MIND Music Program curriculum and instructional strategies(training will be provided)
4. Basic computer skills
5. Keyboards

Education, Training and Experience:

1. Equivalent of graduation from twelfth grade
2. Experience working with students or youth groups
3. Experience in performing in public and coordinating public performances preferred
4. Experience with the MIND Music Program (or willingness to be trained and follow prescribed program)

Licenses; Certificates; Special Requirements:

Some assignments may require a valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; uses basic math; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The employee works in an elementary classroom environment where the noise level ranges from moderate to loud. The employee works in an environment with considerable distraction from classroom activities.

FLSA Designation:	Non-Exempt
EEO Category:	Paraprofessional
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing