POSITION DESCRIPTION

TITLE: Music Support Paraeducator
LOCATION: Secondary Schools
REPORTS TO: Instructor/Manager: Music and Fine Arts/Building Principal
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the supervision of the classroom instructor, Manager: Music and Fine Arts, and the building Principal, the Music Support Paraeducator will assist in the supervision of instructional activities, working closely with students on an individual as well as a small group basis.

ESSENTIAL FUNCTIONS:
1. Demonstrate skills necessary to provide a successful experience with secondary school students.
2. Work effectively and cooperatively with instrumental and choral staff in team teaching situations.
3. Display competency in instrumental music techniques.
4. Build musicianship at secondary levels.
5. Present school's music program(s) to the community in a positive manner.
6. Display competency in new technology.
7. Participate in co-curricular music activities.
8. Work effectively and cooperatively with the community, teachers, administrators and support staff.
9. Assist the classroom instructor in supervising and working with students as follows:
   • Communicate effectively with students.
   • Assist in providing instruction to students so as to meet course outcomes.
   • Assist in establishing and maintaining a learning environment as specified by course goals and curriculum outcomes.
   • Assist in evaluating and specifying direction of instruction so as to maximize each student's potential.
   • Maintain accurate data on student progress.
   • Assist in administering and scoring formal and informal tests.
   • Implement behavioral management strategies using the emphasis and techniques that have been outlined by the teacher.
   • Assist in organizing and preparing a variety of instructional materials.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%) Speaking (66-100%) Hearing (66-100%)
Standing (33-66%) Sitting (33-66%) Walking (33-66%)
Writing (Up to 33%) Bending (33-66%) Stooping (33-66%)
Acceptable Attendance Reaching (33-66%) Squatting (33-66%)

Lifting Up to 50 lbs. individually
More than 50 lbs. with assistance (33-66%)

MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

\[(66-100\%) = \text{Continuously} \quad (33-66\%) = \text{Frequently} \quad (\text{Up to 33}\%) = \text{Occasionally}\]

**TOOLS AND EQUIPMENT NECESSARY:**
Instruments of the band and orchestra and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
1. Demonstrated musical experience in public or private school setting.
2. Demonstrated competency in applicable instrumental music techniques.
3. Preferred training and/or experience; or willingness to take course work to increase knowledge and use of the following instructional and management strategies to include:
   - Developmentally Appropriate Practices.
   - Cooperative Learning.
   - Integrated, thematic instructional planning.
4. Preferred experience in working with children and families who are culturally, linguistically and racially diverse.
5. Basic typing/keyboarding.
6. Demonstrated ability to communicate effectively with students, staff, and parents.
7. Demonstrated ability to work with and supervise students.
8. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
9. Demonstrated ability or willingness to learn computer skills.
10. Demonstrated ability to operate the office equipment as listed above.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**Variable** Days Per Year (Includes Holidays)  
**Variable** Hrs. Per Day

PSE: ___________________ Date: ________________

District: ___________________ Date: ________________

Revised Date: 12/19/16  
Classification: Paraeducators  
Class: Class I  
Display on Web? Yes

Music Support Paraeducator