INSTRUCTIONAL ASSISTANT
Music

DEFINITION

Under general supervision of the assigned manager/supervisor, assists in the instruction of instrumental music; assists in managing supplies and equipment of bands and orchestras; performs related community service and instructional functions as needed; organizes and operates the music learning laboratory, working with faculty in the implementation of programs and services.

TYPICAL DUTIES

Tutors students individually or in small groups; prepares teaching aids for lecture and laboratory courses; checks out instruments, uniforms and lockers; maintains inventories and accurate records of instruments, uniforms and equipment; maintains files and student class records; assists in rehearsals and performing ensembles; maintain and repair department equipment. Assists faculty in giving tutorial instruction in the lab to music students, emphasizing computer software applications for piano and music theory; coordinates the music department's outreach efforts; assists students using synthesizer work stations; and performs other related duties.

QUALIFICATIONS

EXPERIENCE
One year of experience in educational or professional music practices involving orchestras or bands, including experience in general organization for library instrument maintenance, as well as computer software for music theory and composition. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION
Completion of an Associate's Degree in Music or 60 semester units (90 quarter units) with 26 units in music courses.

KNOWLEDGE OF
Musical instruments and their care; rudiments of instrumental music instruction; audiovisual equipment; electronic music; piano teaching techniques; fundamentals of music theory; computer software for music theory and composition.

SKILLS IN
Skill in training others in how to complete tasks; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in using mathematics to solve problems; listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; developing approaches for implementing an idea or solution to a problem; and observing and evaluating the outcomes of a problem/solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs

of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual, multi-cultural environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; tutor students in instrumental music, make repairs and adjustments to equipment; recognize potential safety hazards and correct them; establish and maintain cooperative relationships with students, faculty and general public; receive and give oral and written directions; assist students in theory fundamentals, intermediate piano techniques, and music composition with Midi; organize filing systems; operate office equipment including computers and supporting word processing, spreadsheet and database applications; maintain accurate records; and implement successful learning strategies for students using the lab.