



David Douglas School District #40

Classified Job Description

VOCAL MUSIC ASSISTANT

Schedule: 9 months per year
Class: 10

POSITION PURPOSE

Assist the vocal music specialist in instructional activities and working with students. Provide piano accompaniment for rehearsal and performances for 6 choirs. Work with the vocal music specialist in program planning. Assist the vocal music specialist in recordkeeping and classroom management for large ensemble classes.

NATURE AND SCOPE OF RESPONSIBILITIES

- Assist the vocal music specialist in the planning and preparation of concert and contest literature through rehearsal accompaniment and sectional rehearsals
- Perform other tasks to assist the teacher such as grading papers, putting data into the computer, and preparing teaching materials
- Assist in the supervision of students in the classroom as well as other settings such as practice rooms and concert venues.
- Perform other duties, as assigned

QUALIFICATIONS

- Must have had 2 years of college or hold an Associates Degree or completed the district paraprofessional training
- Knowledge of classroom practices and procedures and school operations and personnel
- Ability to project a pleasant manner and relate well to students and their requests for assistance
- Flexibility and patience in supervising and instructing students with a variety of skill levels
- Ability to plan and organize materials for use in instruction
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with students, parents and staff
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff
- Can demonstrate proficiency on the keyboard instrument
- Knowledge of performance practice in all styles of music
- Ability to play all combinations of vocal parts simultaneously
- Can demonstrate proficiency in sight-reading
- Ability to follow and collaborate with the conductor

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds. Ability to move freely to various locations within the classroom and or other supervisory settings. Frequent sitting, standing, walking and bending. Exposure to noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.