

INSTRUCTIONAL PARAPROFESSIONAL (MUSIC)**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. High School Diploma.
2. Ability to work with staff, students and the public.
3. Patient, yet firm.
4. Applicant must have 32 college credits OR ETS Para Assessment Test with a passing score of 460 or higher.
5. Demonstrated aptitude for the work to be performed. Basic understanding of music concepts.
6. Physically able to perform assigned duties.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Building Administrator

Supervises: N/A

Job Goals: To provide a well-rounded musical experience that will contribute to students' development and understanding of music, facilitate a lifelong love of music and lay a foundation for further musical participation in ensembles such as band, orchestra or choir.

Essential Duties and Responsibilities:

1. Under the supervision of a District Coordinator, prepares for classroom instruction.
2. Plans and prepares for whole class instruction grades 1-6 and Title One Kindergarten.
3. Uses instructional methods and district-adopted curriculum to teach music.
4. Develops reasonable rules for classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
5. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
6. Maintains and inventories school music equipment.
7. Maintains job skills through in-service training and bi-monthly meetings.
8. May assist in grade level or school wide music programs.
9. May assist in duties relating to the supervision of the playground, study hall, cafeteria, and bus loading areas as assigned by the building administrator.
10. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certificated teachers.
11. Has regular and predictable attendance.
12. Provides a substitute teacher with lesson plans or complete directions to carry on the educational program when the music paraprofessional is absent.
13. Communicates with the classroom teacher and or building administrator on any problem or special information about an individual student.

Equal Opportunity Employer

Other Duties and Responsibilities:

Performs all other duties as assigned.

Terms of Employment:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies.

This position will be up to 5.5 hours per day, up to 174 days per year. Salary placement to be determined by the Paraprofessional and Aide Salary Schedule, as adopted by the Board of Trustees. All terms of employment may be subject to change, as recommended by administrative staff or as directed by the Board of Trustees.

Evaluation:

Performance of this position will be evaluated by the Building Administrator in accordance with Board policy.

Physical Demands/Work Environment:

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

While performing the duties of this job, the employee is regularly required to sit; stand; walk; have sufficient hand, arm and finger dexterity; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may occasionally be exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Reviewed _____ Revised 03/09
04/17
10/17
05/18

NOTES:

All certificated and non-certificated employees and other individual are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance