INSTRUCTIONAL SPECIALIST (Music)
Salary Grade 6

DEFINITION
Under supervision of the site administrator and classroom teacher, performs instructional activities; provides intensified learning experience for students in music; and related work as required.

DISTINGUISHING CHARACTERISTICS
This position differs from the Instructional Assistant position only in the area of training and experience. Individuals in these positions have had specialized training and are assigned to work in Music.

EXAMPLES OF DUTIES
• Assists instructional personnel with the development and presentation of learning materials and instructional exercises, including students with educational/emotional disturbances in a special day class
• Tutors students individually or in small groups to reinforce and follow-up learning activity, including students with educational/emotional disturbances in a special day class
• Monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by instructional personnel, including students with educational/emotional disturbances in a special day class
• Supervises classroom
• Assists in the development of a variety of instructional materials
• Assists in the management of shaping of student behavior through the use of positive reinforcement strategies
• Performs a variety of regular clerical duties, such as filing, typing or duplicating materials
• Maintains a variety of reports and records
• Distributes and accounts for materials such as textbooks, supplies and equipment; collects, assembles, catalogues and distributes resource materials
• Maintains discipline
• Assists in maintaining a neat, orderly and attractive learning environment
• May assist in parent conferences, or I.E.P. meetings
• Arranges equipment for instructional activities
• Performs other duties as required
QUALIFICATIONS GUIDE

Knowledge of:

- Music
- English usage, punctuation, spelling and grammar
- General concepts of child growth and development and child behavior characteristics
- Routine record keeping
- Basic arithmetical concepts
- Public education goals and objectives
- Basic first aid principles
- In special day class assignment: the methods, materials and procedures used in dealing with educationally handicapped or severely emotionally disturbed students

Ability to:

- Assume responsibility for supervising students
- Learn and utilize standard teaching aids and office equipment
- Perform routine clerical work and light typing
- Learn and utilize basic methods and procedures to be followed in instructional settings
- Demonstrate an understanding, patient, warm and receptive attitude toward children
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with staff, students, parents and the general public
- To pass Instructional Assistant Proficiency Exam

Training and Experience:
None required, but one year of paid or volunteer experience working with children in an educational or child care setting is highly desirable; equivalent to the completion of the twelfth grade supplemented by coursework/training in Music; preferably supplemented by courses in child care, supervision, psychology, or guidance; or any combination of training and experience that could likely provide the desired knowledge and abilities.

ESSENTIAL JOB FUNCTIONS:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
• Able to kneel or squat for extended periods of time
• Able to climb slopes, stairs, steps, ramps and ladders
• Able to lift up to 35 pounds frequently, and 75 pounds occasionally
• Able to carry up to 35 pounds frequently, and 65 pounds occasionally
• Able to push and pull objects weighing up to 100 pounds
• Able to sustain strenuous manual labor for 3.75 hrs.
• Able to exhibit full range of motion for:
  • shoulder external rotation and internal rotation
  • shoulder abduction and adduction
  • elbow flexion and extension
  • shoulder extension and flexion
  • back lateral flexion
  • hip flexion and extension
  • knee flexion
• Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner
• Able to work with cleaning solutions, disinfectants and sanitizes in a safe and effective manner without allergic reaction
• Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.