

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Assistant / Music

Unit: Office Technical

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Job Code: J1254
Original Date: 01/1991
Last Revision: 10/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 18

DEFINITION

Under the direction of an instructor, Instructional Lab Technician, or assigned supervisor or manager, perform technical and clerical work in an instructional lab setting for the Music Department.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant class is distinguished from the Instructional Lab Technician class in that positions assigned to the class of Instructional Assistant provide instructional assistance to students and instructors in an instructional lab designated for a specific academic or vocational subject area. Under the direction of an administrator or specified faculty member, incumbents operate independently and perform a wide variety of technical support duties, requiring training and/or experience in the field of specialty. Incumbents assigned to the class of Instructional Lab Technician oversee a complex instructional lab for an academic or vocational area and must possess more extensive technical or academic training and experience in the field of specialty.

EXAMPLE OF DUTIES

1. Schedule and control the use of music facilities, instruments, audio equipment, and practice rooms by checking items in and out, maintaining appropriate records and inventories, and ordering replacement items as necessary according to approved procedures.
2. Assist students in the proper selection and use of music recordings, music study scores, and audio visual equipment.
3. Perform clerical duties, such as answering telephones, taking messages, providing information on classes, opening and routing mail, maintaining records and files, and preparing all non-stock requisitions for music materials, supplies, and equipment.
4. Process incoming supplies, materials, and equipment by identifying and labeling items and maintaining appropriate records.
5. Operate a variety of equipment related to the Music Department, including computer hardware and software applications.
6. Provide information to students, instructors, and others as requested; ensure that appropriate safety procedures are observed by students.
7. Make minor repairs and perform preventative maintenance on equipment in the Music Department.
8. Provide training and work direction to student aides and hourly assistants; give campus orientation to student aides and hourly instructors.
9. Maintain instructional area in a clean and orderly manner; ensure the security of the facilities as assigned.
10. Oversee the operation and maintenance of the Music Computer lab when the immediate supervisor is not present.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

- Basic knowledge of music and audio visual equipment.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General needs and behavior of students of various racial, ethnic, and cultural backgrounds.
- Instructional methods and techniques.
- Operation, maintenance, uses, and characteristics of a wide variety of equipment used in instructional labs and learning centers for music.
- Oral and written communications skills.
- Principles and practices of work direction and training.
- Record-keeping techniques.
- Safety regulations involving field of specialty.
- Technical aspects of the music industry.

Skills and Abilities:

- Assist students in the selection and application of supplies, material, and equipment in the Music Department.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Perform minor maintenance and repair of musical instruments and equipment.
- Plan and organize work.
- Provide orientation to instructors, staff, and students in the operation of equipment.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: three years of tutoring, instructional, or work experience related to a music environment and satisfactory completion of sufficient specialized training in the music field to satisfactorily perform the assigned duties.

WORKING CONDITIONS**Physical Requirements:**

Category III

Environment:

Favorable, usually involves a classroom or lab setting.