

INSTRUCTIONAL ASSISTANT

Applied Music (Guitar)

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty in the instruction of applied music classes.

TYPICAL DUTIES

Assists students in fundamentals of intermediate guitar production; may provide accompaniment for performance classes; maintains, issues, and inventories department equipment as assigned; prepares materials and teaching aids for classes as assigned; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Experience in educational and professional music practices. (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) including 26 units in music courses.

KNOWLEDGE OF

Music theory, musical instruments as assigned, music literature as assigned.

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; assist students in the fundamentals of beginning and intermediate guitar techniques; establish and maintain cooperative relationships with students, faculty and general public; follow oral and written directions; and the ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.