



Classification Title: Instructional Support Specialist – Performing Arts/Music

Department:	Performing Arts/Music	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	27
Supervision Received From:	An Assigned Administrator or Supervisor	Date of Origin:	4/2024
Supervision Given:	Direction and Guidance	Last Revision:	4/2024

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Provides instructional assistance to faculty and students in the Performing Arts/Music program; ; independently performs complex technical duties in support of music programs and performances; monitors the Music department budget and submits requisitions for supplies, equipment, instrument replacement and maintenance and other purposes; provides lead oversight to short-term and student employees assigned to Music labs; assists instructors in developing and implementing instructional programs; maintains a clean, safe and orderly learning environment.

DISTINGUISHING CHARACTERISTICS.

Instructional Support Specialist – Arts/Music is distinguished from Senior Instructional Support Assistant and other specialized Instructional Support Specialist classes by its responsibility for performing complex technical, specialized work in support of Performing Arts/Music Department programs and performances.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Provides a wide variety of instructional and other support to faculty and students in the Performing Arts/Music program; works with students and faculty to ensure students meet prerequisites for classes and coordinates the resolution of questions and issues; maintains classroom, practice room and other facility calendars and schedules including schedules for musical performances and productions; ensures musical productions are properly equipped with instruments and music.
2. Oversees day-to-day activities in assigned music laboratories and practice spaces; trains students in the operation and use of lab equipment and resources, including computers, business software and specialized learning applications, performing demonstrations where warranted; responds to student questions regarding laboratory procedures and requirements; ensures labs and practice spaces are open and ready for use during scheduled hours and that equipment is in sound working order; ensures lab and practice space closing procedures are followed; maintains a clean, safe and orderly learning environment.
3. May participate in selecting, scheduling, training and overseeing the work of student employees assigned to music labs; leads, assigns work; ensures completeness, accuracy and conformance with District/department/lab standards; provides training on work processes and technical procedures; prepares timesheets for supervisor to sign; assists in

maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.

4. Organizes and maintains the District music library including recorded and sheet music and instrumental and choral literature; maintains and updates the categorization and storage location of materials in the music library; pulls and retrieves music for instructor classroom, practice and performance uses; ensures all music materials are returned; reports missing/damaged pieces; manages archiving of music and recordings.
5. Maintains the instrument storeroom and inventory; coordinates lending of instruments to students for class, rehearsal and performance purposes; oversees instrument maintenance and repair; administers agreements for maintenance of pianos and other instruments requiring use of outside resources.
6. Monitors the Music Department budget; maintains and prepares requisitions to order and/or replenish supplies, music materials and consumables to meet instructor and laboratory needs; prepares work orders for repair, replacement and purchase of instruments and other equipment.
7. Provides tutoring assistance to assigned students; provides clear and concise explanations and demonstrations to facilitate student understanding and reinforce instructors' teaching; interprets and guides students through course and laboratory assignment requirements; provides guidance to students on study and practice skills; monitors and reviews student work and assignments and discusses student progress with instructors.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of experience providing instructional or tutorial assistance to students in the assigned subject matter area, or one year of related work experience in the assigned subject area.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university.

Preferred Qualifications: Related coursework or degree from an accredited college or university.

Knowledge of:

1. General principles, practices, methods and techniques in the study of music as applicable in a higher education setting.
2. Advanced methods and practices of student instructional support and tutoring.
3. General practices and operations in staging musical and other performances and their related support requirements.
4. Principles, practices, methods and techniques related to the categorization, filing and preparation of music library materials for lending and student use.
5. Use and operation of computers with standard business and specialized software applicable to assigned areas of responsibility.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. District policies and procedures regarding budgeting and purchasing.
8. Office practices and procedures, including recordkeeping.
9. Sources of instructional support materials and aids to meet the needs of students and faculty in a music laboratory.

Skill in:

1. Providing effective instructional support, guidance and tutoring to students in subject matter areas applicable to area of assignment; accurately, thoroughly and clearly answering students' subject matter, equipment/instrument use and music program questions.
2. Providing day-to-day administrative support and technical support to instructors in carrying out their responsibilities.
3. Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.
4. Assigning and inspecting the work of student workers and lower-level staff.
5. Providing day-to-day technical support for computer hardware, peripherals and software in assigned laboratories/centers.
6. Providing guidance to students in the use and operation of specialized equipment and software.
7. Analyzing, interpreting, explaining and applying relevant laws, regulations, ordinances and policies.
8. Accurately store, retrieve and prepare for faculty and student use a wide variety of musical instruments and music materials in a college music library.
9. Maintain accurate schedules and room charts for the music department, utilizing and integrating information provided by deans, faculty and others, with direction and guidance on the more complex scheduling situations.
10. Operating a computer and other standard business and instructional equipment and using enterprise software and standard business software.
11. Organizing and maintaining a variety of records and files.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
13. Communicating clearly and effectively, both orally and in writing.
14. Maintaining the confidentiality of student records and information.
15. Using tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
16. Safety policies and work practices applicable to the work being performed.
17. Establishing and maintaining effective working relationships with others encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee typically works in a classroom, laboratory and practice space environments and has extensive contact with students and faculty. The noise level in the work environment is frequently loud.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand for prolonged periods; lift or move up to 50 pounds or more; hear and distinguish musical sounds; distinguish color; and near visual acuity to operate equipment and read computer screens.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.