



West Valley - Mission

Community College District

CLASS SPECIFICATION

INSTRUCTIONAL TECHNICIAN – MUSIC

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 56

DEFINITION

To provide piano accompaniment for individual and groups of music students, and for chorus and choral concerts; to maintain the music library; and to facilitate student learning by providing technical assistance to faculty and students.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Instructional Technician class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Operate concert grand pianos, practice pianos, synthesizers and related equipment typically used in musical accompaniment.

Prepare and perform piano accompaniment for voice classes, solo vocalists, and choral groups, both in practice sessions and during live performances.

Catalog various musical materials; prepare practice recordings for students; assist instructors in locating, preparing, and distributing instructional materials.

Communicate with faculty regarding musical and dramatic productions as assigned.

Provide instructional guidance and assistance to individual and small groups of students; reinforce concepts, theories, and practical applications presented by instructors.

Tape and record accompaniments and/or individual parts for use at student rehearsals.

Improvise accompaniments from lead sheets.

Provide assistance in monitoring maintenance of pianos.

May administer and proctor examinations in class as required by faculty.

Prepare and maintain a variety of records, logs, and files related to the music library, including materials loaned to students.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Accompaniment techniques for vocal soloists, chamber groups, and others.

Modern office procedures, systems, and equipment.

Methods and techniques of music cataloging and maintenance of a music library for instructional purposes.

Practices and techniques of vocal and instrumental rehearsal and performance.

Basic musical theory, including harmony and notation.

Ability to:

Catalog and file materials for all classes in a community college music program.

Read and transpose musical scores.

Arrange and improvise accompaniments.

Assist students with language preparation and interpretation.

Play accompaniments on piano, organ, harpsichord, or electronic keyboard in rehearsals and performances, for musical groups and/or soloists.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment and supplies; read music; and explain musical techniques to others.

On a continuous basis, sit for long periods of time; intermittently twist to reach equipment; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Provide piano accompaniment for all classes in voice, chorus, and choral concerts.

Maintain records and prepare reports.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience providing piano accompaniment.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in music or a related field.

EEO Category: Technical/Paraprofessional

Date Approved: July 1, 2017