



JOB DESCRIPTION
ELEMENTARY SCHOOL MUSIC TEAM ASSISTANT

Reports to: Music Team Leader

Job Summary: Job holder will be expected to provide administrative support to the elementary school music teachers and ensure that the music department is functioning efficiently.

Duties & Responsibilities:

1. Type letters, photocopy, collate, staple, bind, laminate and scan materials for teachers.
2. Check work against samples for accuracy before returning to classroom teachers.
3. Provide supervision for student snack, recess and after school.
4. Prepare bulletin boards, displays and exhibits.
5. Assist in the supervision and supports learning of students in the classroom (PS-G5).
6. Maintain office supplies for teachers, and place orders.
7. Work with students who need extra assistance on projects, assignments, etc.
8. Exercise initiative, be flexible, adaptable and responsible.
9. Carry out any other duties as assigned by the Team Leader or teachers in the team.
10. Demonstrate initiative and work independently.
11. Maintain an efficient and professional filing system and ensure all material is filed systematically including digital files using technology and learning management systems.
12. Create music programs and conduct preparations for concerts.
13. Assist with performances (daytime and evenings).
14. Help supervise student transitions from class to class.



15. Assist team leader in keeping an accurate inventory of musical instruments.
16. Clean instrument accessories (pillows, swabs, mouthpieces, recorders, etc.).
17. Assist as needed with after school activities (band, recorder, choir, gamelan).
18. Help set-up rooms (arrange instruments, music stands, name cards).
19. Demonstrates basic music knowledge-- theory, instruments and skills.
20. Understands and uses technology to support the music program.
21. Track and coordinate with business office for the collection for rental instruments.

Update: April 25, 2019