

INSTRUCTIONAL FINE ARTS SPECIALIST - ACCOMPANIST

DEFINITION

Under the supervision of a site administrator and with direction from the classroom teacher, assists with the instruction and performance of choral and solo vocal music. In addition, performs organizational and clerical duties as needed in the choral music department.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

- Play piano accompaniment for choral classes, concerts, and other programs.
- Through the use of the piano, assist the choral music teacher in the teaching of music.
- Provide piano accompaniment for the assisted choirs during the instructional period, all rehearsals, and performances which are scheduled outside the school day (may include overnight performance tours).
- Lead sectional rehearsals either from the piano or as a conductor as assigned by the choral music instructor.
- Work with and accompany individual students on solo vocal literature.
- In the event that the choral music teacher is unable to conduct a rehearsal, serve as rehearsal conductor.
- Assist the choral music teacher in office duties as needed throughout the school year.
- Manage and maintain organization of the choral music library.
- Perform general clerical tasks, such as photocopying and filing.
- Assist the choral music teacher in managing the business end of running a choral music program.
- Supervise students during classroom activities and related out-of-class activities **under the direction of the teacher.**

QUALIFICATIONS GUIDE

Training and Experience:

- Equivalent to ~~graduation from high school~~ **completion of 12th grade** and completion of advanced individual piano lessons and/or college courses in musical theory and application.
- Any other combination of education and experience likely to achieve the skills, knowledge, abilities and traits may be considered.

Knowledge of:

- Basic music theory
- Methods of transposing music
- Methods of maintaining student discipline
- Choral conducting
- Choral repertoires

Must Be Able To:

- Be flexible, as tasks and responsibilities vary from day to day.
- Play the piano with strong musicianship skills, including sight-reading and accompanying skills.
- Play open score in the assistance of teaching music.
- Take musical direction from the choral music teacher.
- Perform efficiently and effectively at any task, musical or non-musical, which is directed by the choral music teacher.
- Take initiative in varying tasks to meet the ever changing needs of the program on a day to day basis.
- Understand and interface with students, parents, and administrators.

Physical Demands:

- Requires dexterity of hands and fingers to play piano.
- Requires hearing and speaking to communicate and function in the choral music classroom.
- Requires oral and written communication in English.
- Requires sitting and standing for extended periods of time.

Approved by Governing Board: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

LIBRARY COORDINATOR 7-8

DEFINITION

Under supervision of the school Principal, performs a variety of specialized and complex library, bookkeeping and clerical work and coordinates use of library with staff members and students.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

Trains, directs and reviews work of volunteer and student aides in library tasks.

Assists students and faculty in use of computer search stations, ~~card catalogs~~ and reference materials; assists in the ~~supervision~~ **monitoring** of students.

May facilitate student acquisition of research skills.

~~Assumes complete supervision of the library.~~

~~Plans physical arrangement of library areas.~~

Orders and processes ~~all new~~ library books and materials.

Notifies students of overdue books, receives fines and prepares receipts for lost books.

Keeps necessary accounts and statistics (e.g. library budget, book receipts and fines, acquisitions, circulation).

Classifies, catalogs and processes all library materials according to standard library procedures using current data base system.

Maintains an up-to-date data base ~~and card file~~.

~~Assists with~~ **Organizes organizing** and ~~maintains~~ **maintaining** the school library and ~~develops~~ **developing** library activities and programs to meet the needs of the school.

Prepares and processes annual periodical order for the library.

Performs **related** duties ~~in related areas~~ as ~~required~~ **assigned**.

QUALIFICATIONS GUIDE

Knowledge of:

Correct English usage, spelling, grammar, punctuation and composition.

Current library methods, practices and terminology, including use of references (~~including those available on CD-ROM and computer~~), bibliographical and ~~cataloging~~ **other necessary** tools.

Numerical, alphabetical and subject matter filing systems, including cataloging.

Methods and practices of financial record keeping.

District policies, rules and regulations.

Operation of standard office equipment.

LIBRARY COORDINATOR 7-8 (continued)

Page 2 of 2

Ability to:

Work effectively and efficiently with all levels of District personnel, students, parents and the public.

Operate a variety of modern office machines and equipment including a calculator, typewriter, word processor, copier and computer terminal and related software.

Make complex arithmetical calculation with accuracy and speed.

Perform in situations requiring specialized knowledge, using tact and good judgement.

Maintain accurate records and filing systems.

Use computers proficiently.

Work effectively without close supervision.

Organize and schedule activities relative to the school library.

Understand and carry out oral and written instructions.

Maintain cooperative working relationships with supervisor and others contacted in the course of work.

Present a positive image of the District and its operation to the public.

Train and direct the work of students and volunteer aides.

Maintain discipline in a library setting.

Training and Experience:

~~Graduation from high school and completion of an Associate of Arts Degree (AA) required.~~ Equivalent to the completion of 12th grade. Completion of a Bachelor's Degree and/or related work experience desired.

One year of responsible clerical experience required, preferably in a school setting. Library experience preferred.

Approved by Governing Board: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

1/08, 2/15

PAYROLL TECHNICIAN

DEFINITION

Under the supervision of the Director of Fiscal Services, performs a variety of specialized and complex payroll, bookkeeping, accounting and clerical work and maintains specific payroll files pertaining to activities or programs in the Payroll Office.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

Receives timesheets, computes all payrolls, determines proper accounting coding.
Prepares reports for department managers, County, State and Federal agencies.
Maintains all deduction authorizations.
Tracks and keeps records absences, maintains sick and vacation accruals.
Distributes payroll checks to site secretaries.
Sets up employee paycards at beginning of employment and at the start of new fiscal year.
Answers questions relating to payroll.
Performs related work as required.
Review/initiate changes of employee status for benefits, longevity and retirement.

QUALIFICATIONS GUIDE

Knowledge of:

Correct English usage, spelling, grammar, punctuation and composition.
Numerical, alphabetical and subject matter filing systems.
Modern office practices, procedures and terminology particularly as they apply to payroll and financial record keeping.
Data processing techniques including input and output.
Operation of standard office equipment.
District policies, rules and regulations.
State Education Code regulations relative to school payroll procedures and principles.

Ability to:

Analyze and compare records.

Perform complex arithmetical calculations with speed and accuracy.

Operate a variety of modern office machines and equipment.

Compile and prepare complex and accurate reports.

Work effectively without close supervision.

Maintain confidentiality.

Organize and schedule activities relative to the Payroll Office.

Interpret budget and associated records.

Complete all reports related to payroll and fringe benefits, including but not limited to unemployment, withholding income taxes, and voluntary deductions, health and other insurance, tax shelters, etc.

Understand and work with the County Office HRS system.

Understand and carry out oral and written instructions.

Perform in situations requiring specialized knowledge, using tact and good judgement.

Be bondable.

Maintain cooperative work relationships with supervisor and others contacted in the course of work.

Present a positive image of the District and its operation to the public.

Training and Experience:

Equivalent to the completion of 12th grade.

A.A. or equivalent courses in financial record keeping including bookkeeping and accounting.

~~Four years of responsible~~ Financial bookkeeping experience preferred.

Proficient in the use of computers.

Approved by Governing Board: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____