

# ELEMENTARY MUSIC INSTRUCTIONAL ASSISTANT

## JOB DESCRIPTION

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### **Position Summary:**

The Elementary School Music Instructional Assistant will support the daily instructional activities, planning, and supervision of students, under the guidance and supervision of the teaching specialist assigned to the Music Department.

### **Primary Responsibilities:**

- Assist teachers when requested in daily classroom instructional activities, leading sectionals; planning; instructional support and supervision.
- Assist teachers in keeping equipment ready and available for students to use.
- Assisting and interacting with students as necessary.
- Assist in the management and organization of the music room.
- General assistance to the Music department during all productions, dress rehearsals, shows and festivals.
- Work with individual students or small groups/sections of students in providing remedial assistance related to the learning material, and skills as designed and prescribed by the teacher.
- Help students master equipment or instructional materials assigned by the teacher including computer technology.
- Guide students in working and playing harmoniously within a variety of settings.
- Assist with large group activities and warming up ensemble.
- Participate in in-service training programs as assigned.

### **School Wide Responsibilities:**

- Openly support and abide by all school policies and procedures.
- Model ASD Values in interactions with the school community.
- Develop and maintain effective working relationships.
- Represent ASD with students, parents, colleagues, and broader school community in a professional manner.
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of all ASD employees.
- Exhibit a professional attitude toward feedback.
- Recognize and strengthen personal performance through self-analysis of actions, participating in professional development activities, exploring educational research, participating in professional organizations, and through formal renewal programs.

### **Required Qualifications:**

- Basic understanding of music (e.g., reading music, rhythm, common instruments).
- Ability to work effectively and respectfully with young children.

- Familiarity with classroom or behavior management strategies.
- Able to provide classroom management support.
- Strong interpersonal and communication skills.
- Ability to follow instructions and collaborate with classroom teachers.
- Dependability and punctuality.
- Full understanding and support of the school's philosophy.

**Preferred Qualifications:**

- Previous experience in an elementary school educational or youth program setting.
- Certificate, diploma or degree or similar qualification in music or a related field.
- Strong written and verbal English communication skills.
- Able to provide classroom management support.
- Experience assisting with musical and/or school performances or productions.

**Knowledge, Skills & Abilities:**

- Ability to establish priorities, take initiative and maintain a flexible schedule.
- Highly organized, detail-oriented and able to multitask and function in a dynamic, service-oriented working environment.
- Ability to problem solve.
- Demonstrate a commitment to personal continuous professional growth and development.
- Develop and maintain effective working relationships.

**Terms of Employment:**

This full-time position is classified as a non-sponsored support staff position. General working hours are from 7:45 am - 3:45 pm, Monday through Thursday and 7:45 am - 12:45 pm (on site) & 2:30 pm - 3:45 pm (flexible) on Fridays. In some cases, flexibility with work hours is requested to meet the needs of the role.

ASD employees are responsible for safeguarding and promoting the welfare of students. All employees agree to abide by all child protection policies and procedures and to participate in all child protection training as mandated by the school as a condition of employment.

Criminal background checks will be conducted on all candidates prior to confirmation of employment.



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