

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

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**JOB TITLE:** Music Aide / Accompanist to Choirs

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy – Corporation Aide  
**LOCATION:** Plymouth Community School Corp.  
**REPORTS TO:** Director of Music, Principal, Assistant Principal  
**LENGTH OF WORK:** 9 months / year

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**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Accompany all choral rehearsals and performances at both Plymouth High School and Lincoln Junior High School.
2. Assist Choir Director with any and all musical and clerical responsibilities pertaining to the smooth operation of the secondary choral program, including sectional rehearsals, discipline, etc.
3. Assist with the High School Band Program during rehearsals for Variety Show, and accompanying for Solo and Ensemble Contest.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Degree in Piano Performance or Music Education or extreme proficiency in keyboard.

Aides hired after January 8, 2006, must have:

- Completed two (2) years of study at an institution of higher education; or
- Obtained an associate's (or higher) degree; or
- Passed the Para Pro

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents, or employees of the school corporation.

**MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

**Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.**

**OTHER SKILLS and ABILITIES:**

**Employee must maintain a positive relationship with other staff, parents, and students.**

**PHYSICAL DEMANDS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.**

**The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.**

**WORK ENVIRONMENT:**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**The noise level in the work environment is usually moderate.**

**TERMS OF EMPLOYMENT:**

**Nine months per year. Salary and benefits as per Classified Teacher Aide Policy.**

**EVALUATION:**

**An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.**

*Revised 8/30/04*