

## Teaching Assistant

**Department:** Secondary Music

**Status of Hire:** Local Hire: Korean National/ F-4, F-6 Visa Holder

**Reports To:** High School Principal

### Job Summary:

The job of TA for the YISS Music Department is to provide accompaniment for classroom instruction, rehearsals and performances; assisting with classroom clerical tasks; and serving as a Substitute for instruction when music teachers are absent.

### Responsibilities:

- Accompanies student(s) during the regular classroom schedule and for performances outside of the regular school day for the purpose of supporting the music staff and/or students.
- Analyzes assigned music prior to rehearsal (e.g. correct tempos, challenging transitions, dynamics, etc.) for the purpose of ensuring efficient use of rehearsal time and performance schedules.
- Assists the music teacher in supervising student music activities for the purpose of efficient use of class time and maintaining a positive learning environment.
- Assists teacher(s) in rehearsals in the instruction of students in a wide range of music department activities.
- Assists the organization of in country and out of country student trips for the music department.
- Exhibits professional and stage etiquette for the purpose of serving as a model of professionalism at musical productions.
- Assist teachers in maintaining student and department records and materials (e.g. classroom attendance, music library (choir), student folders, etc.).
- Oversees a variety of activities (e.g. student show program production, etc.) for the purpose of ensuring completion in line with school requirements.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective use of the music department.
- Rehearses with music groups and individual student practices and recitals for the purpose of playing full and sectional accompaniment.
- Other duties as assigned.

*All employees and associates are required to adhere to a Safeguarding Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.*