



LOS ANGELES MUSIC AND ART SCHOOL (LAMusArt)

JOB DESCRIPTION

Position: In Class Aide (Choir)(Part-time, Hourly)

Location: 3630 E 3rd St. Los Angeles, CA 90063 (East Los Angeles)

Reports to: Choir Director/Programs Manager/Office Manager/Executive Director

Hours: Exact days/hours vary based on assignment, usually Saturdays 1:30-4:30pm

Compensation: \$20-25/hour, depending on experience and education

Desired Availability: Saturdays with potential additional hours.

MISSION

LAMusArt is a nonprofit organization dedicated to improving the lives of youngsters by providing them with the resources for equitable and affordable high quality arts education since 1945. We aim to provide opportunities for underserved students in East Los Angeles and its surrounding communities, regardless of race, gender, aptitude, or socio-economic status, to engage in and have access to multidisciplinary and sequential low cost and/or no-cost arts education programs.

ESSENTIAL JOB FUNCTIONS

- Assist Choir Director and Accompanist in meeting the educational and behavioral needs of students in the Choir program, ranging from ages 7 and up
- Assist Choir Director in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives
- Work with individuals, small groups, or large groups as assigned
- Assist with behavior modification as assigned by teacher
- Lift, move, and operate adaptive equipment as needed
- Escort students as assigned by teacher or administrator
- Assist students with mobility needs such as, lifting and positioning students, lifting in and out of wheelchairs, etc.
- Monitor students during assigned periods for the purpose of maintaining a safe and positive learning environment
- Provide additional activities that will keep students motivated and engaged during class time
- Report student concerns directly and quickly to instructor and/or parent and assist with student resolution
- Support and attend student performances as needed
- Maintain a safe and nurturing environment for students
- Submit time sheets and behavioral reports
- Other duties as assigned

REQUIRED QUALIFICATIONS

- High school diploma or GED required
- Experience working with students with disabilities preferred

- General knowledge of the practices, methods and techniques used in the teaching/assisting of neurodivergent population
- Strong interpersonal and communication skills and the ability to work effectively as part of a team
- Interest and ability to be a patient and motivational mentor and model for students
- Punctual; attention to detail and deadlines
- Reliable transportation
- Some knowledge of music and/or music education is a plus!

DESIRED QUALIFICATIONS

- Experience working with children from diverse ethnic and economic backgrounds; exposure working in underserved communities
- Bilingual in Spanish preferred

REQUIRED DOCUMENTS

- Cover Letter
- Résumé/Curriculum Vitae
- Employment Application provided upon receipt of resume and cover letter

EQUAL OPPORTUNITY EMPLOYER

LAMusArt is an Equal Opportunity Employer and adheres to a policy of nondiscrimination with regard to race, color, religion, creed, gender, marital or family status, age, sexual orientation, national origin or ancestry, ethnicity, gender identity, physical or mental disability, transgender status, military or veteran status or service, genetic information, or any other characteristic protected under applicable federal, state or local law in all matters concerning employment. All LAMusArt employees, officers, principles, agents, workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.

HOW TO APPLY

Please send all documents to Tahnee Freda, Executive Director, via email to tfreda@LAMusArt.org with the subject line "Choir Aide". PDFs preferred. No phone calls please.