

WEST COVINA UNIFIED SCHOOL DISTRICT

ACCOMPANIST

Brief Description of Position:

Under the direction of assigned supervisor, provide accompaniment for classes, rehearsals, concerts, and performances for soloists and groups during class and at special events including graduations, festivals, and competitions; assist certificated teachers or specialists in performing a wide variety of services associated with the music program; provide technical and some clerical support to the music program; assist with related tasks; and serve as an instructional resource for students

Directly Responsible to:

Appropriately assigned supervisor/administrator

Major Duties and Responsibilities:

1. Provide piano accompaniment for soloists, instrumental, dance, theatre, and/or choral groups at a variety of performances and special events including rehearsals, performances, concerts, graduations, festivals, and competitions
2. Consult with instructor regarding technical music decisions, such as discrepancies in scores and errors in printed music; transpose and transcribe music as needed
3. Prepare music materials for classroom use by copying, scanning, and taping individual parts; record and upload music and vocal parts for instructor and student use; edit music as needed
4. Consult with instructor regarding activities; research and plan appropriate music for classes and performances; sight-read music to find appropriate music for specific composition assignments
5. Assist students in preparation, diction, style and interpretation appropriate to the repertoire
6. Record accompaniments and/or individual parts for use at student rehearsals
7. Assist with the instruction of musical theory, music history, and other related activities
8. Assist in providing and developing musical activities and programs for integration into various classroom instructional programs
9. Play piano from open and closed scores, lead sheets, or from memory to accompany soloists/ensembles; practice new and unfamiliar music; listen to pitch and variations to ensure compliance with musical arrangements
10. Perform a wide variety of genres and styles including, but not limited to, classical, pop, rock, jazz, and folk music
11. Assist the instructor and other auxiliary directors or colleagues; demonstrate an understanding of appropriate rehearsal and performance etiquette
12. Improvise music in various meters and styles such as 3 / 4, 4/4, 5/4, 6/8 tempos, narrative, classical, impressionistic, 20th century and pop for exercises, combinations and compositions; compose music for special assignments
13. Rehearse and tutor individual, small groups, or ensembles; recommend modifications to pitch, rhythm, and vocal harmonies during practice; encourage student involvement and participation
14. Participate in communicating musical theory and concepts to students
15. Assist in the coordination of and participate in student group activities related to music education; attend after-school and evening as well as summer events as needed
16. Rehearse with various guest musicians including, but not limited to, drummers, guitarists, bass players, and other keyboardists; arrange and chart music for guest musicians as necessary
17. Arrange for and schedule piano tuning and repairs
18. Maintain a library of categorized files of sheet music and audio recordings; copy and digitize music in accordance with copyright laws

19. Operate a variety of audio and recording equipment; evaluate sound balance on electronic equipment for classes, rehearsals, and performances
20. Set up or oversee the setting up of instruments, monitors, amplifiers, and microphones for rehearsals and performances
21. Perform a variety of general clerical duties relating to classroom and student activities including assisting the instructor with paperwork and maintaining records; operate a variety of office equipment including computer and assigned software
22. Correct student work as assigned
23. Maintain confidentiality of pupil and school information
24. Perform other related duties as assigned

Knowledge of:

- General needs and behavior of children
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Safe practices in the classroom
- Classroom procedures and appropriate student conduct
- Basic understanding of curriculum and instructional methods and techniques
- Operation of standard office equipment, including computer
- Basic record-keeping techniques
- Methods and techniques of vocal and/or instrumental music and accompaniment
- Electronic sound/mix/recording equipment
- Midi Sequencing
- Applicable computer software programs for music
- Methods of transposing music
- Advanced music theory including harmony, notation, scales, chords, terminology, and rhythm
- Various forms of musical styles and genres

Ability to:

- Demonstrate an understanding, patient, and receptive attitude towards children
- Establish and maintain cooperative, effective working relationships with all
- Complete accurately routine clerical tasks and maintain records
- Operate standard office machines and equipment and learn new ones as needed
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Maintain confidentiality of pupil and school information
- Work with frequent interruptions and sound judgments
- Sight read both open and closed scores
- Transcribe musical notes and symbols
- Integrate vocal and/or instrumental music into various classroom instructional programs
- Demonstrate enthusiasm for and interest in the instructional program
- Communicate with and understand the needs of students
- Plan and organize work to meet schedules and timelines
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Send and receive emails and research information through the Internet
- Maintain consistent, punctual, and regular attendance
- Maintain sensitivity to ethnic, religious, and cultural differences

Experience and Education:

Any combination equivalent to graduation from high school and at least one year of experience as an accompanist; demonstrate proficiency in basic skills by passing the District proficiency test

Licenses/Other Requirements:

Must possess a valid California Driver's License during course of employment; must be insurable at standard rates and maintain such insurability during the course of employment

Working Conditions:

Classroom/school environment subject to sitting, walking, bending, stooping, kneeling, crouching, crawling, and standing, sometimes for extended periods of time; ability to lift and/or carry up to 50 lbs., push/pull objects weighing up to 100 lbs.

Range: 19

Adopted: