

**ASSISTANCE LEAGUE® OF FLINTRIDGE
POSITION DESCRIPTION
INSTRUMENTAL MUSIC**

Position: Assistant Woodwinds Instructor

Starting: August 2019

Position Description: Assist the Beginning Woodwinds Instructor of the ALF Instrumental Music Program.

Qualifications:

1. Bachelor's Degree in instrumental music performance in music education preferred;
2. Proficiency in woodwind instruments (flute, clarinet, oboe, saxophone);
3. Some private or group teaching experience;
4. Ability to work well with children.

Responsibilities:

1. Assist the Woodwind Instructor to provide instruction in a positive manner conducive to maximum learning and enjoyment by the students;
2. Assist at all rehearsals and concerts which are held in December and May.
3. Participate in demonstration concerts, sectionals, and Petting Zoo;
4. Attend any new student Parent Meeting;
5. Assist with student recruitment;
6. Attend all teacher meetings;
7. Participate in instrument rentals and returns, as well as cleaning and storage of instruments at the end of the year;
8. Substitute for the Woodwind Instructor as requested.
9. Communicate promptly with ALF personnel and parents, providing pertinent information re: classes/concerts, etc. and addressing concerns and questions;
10. Keep Attendance Records for the class.

Place: La Cañada Elementary School, Palm Crest Elementary School and Paradise Canyon Elementary School.

Time Commitment:

1. La Cañada Unified School District school year schedule with holidays as scheduled;
2. Three one-hour classes per week at either 7:00 a.m. or 3:00 p.m. at La Cañada Elementary (LCE), Paradise Canyon Elementary (PCY), and Palm Crest Elementary (PCR);
3. All sectionals, rehearsals, concerts, and Petting Zoo;
4. Outside meetings as called by the Music Coordinator and/or ALF Chairman;
5. Instrument rentals and returns.