



POSITION DESCRIPTION

JOB TITLE: Administrative Assistant II (Music) Job Class: 3030	
DATE February	Chief Academic Office Music Department
Pay Schedule: Pay Range:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt Management Approval:
POSITION SUMMARY and PURPOSE: Performs a wide range of duties in support of the Milwaukee Public Schools (MPS) Music Office. Coordinates all aspects of music events sponsored by the district. Supports classroom teachers, Traveling Music Teachers (TMT) and other staff in the Music Office. Works with other MPS divisions and outside vendors to accomplish objectives of the Music Office. Assists in bookkeeping, publications, communications, music and instrument inventory and providing teacher and student resources. Prepares agendas and conducts meetings. Assists in many facets of the Music Office to ensure adequate and appropriate support of parents, staff and students.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Assists with scheduling and placement of Traveling Music Teachers (TMT). Produces and distributes all TMT forms and materials. Maintains all teacher records. Prepares and distributes curriculum and resources for all TMTs and classroom teachers.
2. Assists with all aspects of instrument rental, distribution, collection, repair and inventory. Works with vendors to complete repairs and cleaning of instruments.
3. Coordinates all aspects of district sponsored music events (Drum Line Competition, WSMA, Biennial Music Festival and school performances).
4. Prepares brochures and other communiqués for parents, students, teachers and general public. Promotes music events throughout the community.
5. Assists with preparing and distribution of the Music calendar and events.
6. Works with partners and community organizations to provide support to the MPS Music Program.
7. Works cooperatively with most MPS departments to promote and support student functions.
8. Participates in music meetings at the state and local level.

9. Performs office management functions such as payroll, budget, requisitions, inventory and other office duties. Serves as clerical back-up for the music and arts department.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Chief Academic Officer or designee.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

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

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree.
(Education and experience may be substituted for degree.)

Experience Requirements

One to three years of experience in a high-volume transaction and customer service environment is required.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential. Strong analytical and organizational skills. Accuracy with numbers, dates and spelling are critical. Must be able to prioritize tasks. Incumbent should have strong problem solving abilities and customer service skills. A demonstrated ability to work well with external customers, departmental staff, other central office departments and school staff is required. Computer skills to include proficiency with MS Office software and databases is required. Comfort with the internet and the ability to research issues is required. A working knowledge of musical instruments and the MPS music curriculum is desired.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.
Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

