



# Student Labor Position Description

## Single WLS Level Form

Department Name: Music

Org. #: 2152

Position Title: Band Teaching Associate

WLS Level: 4 Position Code: S85341

Contract Hours: As defined by the status form and/or the grade level descriptions

Current Revision Year: 2010

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### WORK-LEARNING-SERVICE LEVELS (WLS)

- **WLS 1 – Entry Level** – This level is assigned to the following:
  1. All entering students during the first year of enrollment (or first term if entering mid-year); and
  2. Students of any classification whose work is characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks, and requiring direct supervision of worker results
- **WLS 2 – Intermediate Level** – This work typically involves less direct supervision than WLS Level 1, perhaps more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.
- **WLS 3 – Skilled Level** – The work is typically skilled, requires little direct supervision, requires independent judgment on procedures, and has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out.
- **WLS 4 – Advanced Level** – Normally involves the supervision of other students, the ability to apply advanced skills, and the capacity to assume higher levels of responsibilities for departmental operations. As with WLS Level 3, the work is typically skilled, requires little direct supervision, allows for independent judgment on procedures, and has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out. Labor Departments may require WLS level 4 positions to be more than the minimum 10 hour commitment; if so, the Status Form will reflect this requirement.
- **WLS 5 – Management Level – Must be a 15 hour commitment – Allocation of a WLS Level 5 is limited and must be approved by the Dean of Labor / Labor Team.** *Prerequisite: One term at WLS level 3 or 4 and no forms of academic, labor, or social probation.*

This level demands an understanding of departmental policies and relationships. Students are expected to develop and model strong interpersonal / communication skills in the workplace. In addition, students must demonstrate autonomy, high level skills, and assume advanced level responsibilities for departmental functions and/or programs. This level is assigned to the following:

  1. Student managers in the department; or
  2. Students responsible for managing highly technical positions within the department; or
  3. Master level student artisans
- **WLS 6 – Director Level – Must be a 15 hour commitment – Allocation of a WLS level 6 is limited and must be approved by the Labor Program Council.** *Prerequisite: One term at level 4 or 5 and no forms of academic, labor, or social probation...*

Students assigned to this level serve as role models as workers and as students, displaying behaviors and values that are consistent with the Berea College Workplace Expectations -- both on and off the job. These positions require the highest levels of worker autonomy, advanced skills sets, and supervisory responsibilities for individuals, student managers, and departmental operations. Students must be involved in the following:

  1. Supervision of other student managers; or
  2. Supervision of students in highly technical positions
- **WLS UC -- Unclassified** – The positions of Student Government Association President, Campus Activities Board chair, chimes Editor, and pinnacle Editor are unclassified. These positions involve the highest levels of autonomy and responsibility as in the case of WLS level 6 positions.

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#### I. WLS Level: 4

#### II. Description of Duties for This Position:

- A. Tune and Warm up Jazz Ensemble
- B. Come to all class meetings for the Fundamentals of Teaching Instrumental Music, Teaching of Woodwind Methods, and Teaching of Brass and Percussion when possible and be the Teaching Assistant for those courses.
- C. Run sectionals for both Jazz Ensemble and the Chamber Wind Ensemble
- D. Copy music and arrange parts for the Jazz Band using Sibelius or Finale music writing software.
- E. Make sure all licenses are obtained
- F. Coordinate with the Recording Engineer to make sure all sound equipment necessary for concert performances and rehearsals is obtained and functions properly
- G. Maintain an inventory of all school instruments in Pyware Music Software and keep the instruments themselves in playable condition.
- H. Instruct Instrumental Music Education Majors in the use of Pyware Marching Software.

- I. Make arrangements for band travel, including lodging, transportation, budgets, and securing vehicles from Motor Pool when necessary.
- J. Assist with professional correspondence.
- K. Assist with the Pep Band.
- L. Keep the stage, Band Office, Storage Room, and lockers clean and neat.
- M. Set up the ensemble for rehearsal and tear down afterward.
- N. Other job-related duties as assigned.

**III. Learning Opportunities for This Position:**

- A. How to make logistical arrangements for an instrumental ensemble to travel.
- B. Professional correspondence and communication skills.
- C. Using Sibelius or Finale music writing software.
- D. How to obtain licenses to perform and arrange music
- E. Recordkeeping and administration of an instrumental ensemble
- F. Rehearsal leading and organization

**IV. Qualifications Needed For This Position:**

- A. General: leadership skills, initiative, organized person, works well both alone and with others, dependable, basic knowledge of the various band instruments, works well under pressure.
- B. Skills: Excellent communication skills, Basic conducting skills, basic instrument repair skills
- C. Physical: enough health to lift somewhat heavy instruments, conduct, and set up an ensemble on a regular basis
- D. Academic: equal to Music Education Admission Requirements
- E. Desirable Qualifications: Ability to use Sibelius or Finale music arranging software, knowledge of instrumental transposition