

Name of School \_\_\_\_\_ Date \_\_\_\_\_

From: Music Teacher \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities for Aides and Volunteers in Music Classes: 

- Assist students with transitioning and help them sit in appropriate seats.
- Enter the music class as a group and remain with your students.
- Help students keep focused by directing their attention in the proper place.
- When playing instruments, help students learn appropriate behavior. For example, perform when the music is playing and stop when there is silence. Play 'on the beat' and treat instruments with care.
- When playing instruments, if a student needs hand-over-hand assistance or verbal prompts, please take the initiative to help the child.
- If students are talking out of turn or making noises, please intervene and redirect their attention.
- Avoid leaving your students unattended. Always let me know if you need to leave the classroom, or if you must take a student somewhere.
- Very important: Refrain from talking with other adults during instruction time, unless, for example, your conversation pertains to a student's involvement in class or a medical emergency.
- Sit near your students so that you are available to assist.
- If you have a question regarding a situation in class, or see a way to improve participation in class, or change a procedure to improve the quality of class-time, tell me.

*Thank you for your interaction with students and continued participation in making music class a positive experience for everyone.*