

INSTRUCTIONAL ASSISTANT - PHYSICAL EDUCATION/DRESSING ROOM ASSISTANTDEFINITION

Under supervision of the principal, and as directed by a certificated employee, to assist in the physical care and instructional activities of severely handicapped students; to store, issue and maintain supplies, equipment and uniforms for physical education; to perform maintenance of locker room; make minor repairs to various athletic equipment; and do related work as required.

EXAMPLES OF DUTIES

Assist in the supervision and motivation, body-care needs, and training of severely handicapped students; work with students individually and in small groups, tutoring or reinforcing instruction in physical education and in personal and self-care matters; assist in implementing preventative behavior plans/behavior intervention plans as needed; control volatile students physically as needed; assist teachers in the construction and development of instructional materials and equipment and in the presentation of learning materials; assist in the administration of student assessments and surveys as needed; label and mark equipment and supplies; issue and receive uniforms, equipment and other supplies and clothing and materials for use in physical education classes; maintain physical education equipment and supplies; issue lockers and maintain accurate records of assignments; turn lights on and off, and perform other tasks required to maintain locker room facilities and other locations as assigned in a clean, sanitary and safe condition; assist in moving, arranging and setting up equipment; assist certificated staff in the supervision of activities in locker room and adjacent areas as appropriate; may accompany athletic teams to off-campus events, as necessary; perform routine clerical duties in support of classroom activities; supervise students during instructional activities, recess/break periods and field trips; maintain student records and files; operate a variety of classroom and office equipment; implement individual learning prescriptions prepared by teachers; help students to develop appropriate leisure time activities through extra-curricular activities including Special Olympics; and may administer medications.

QUALIFICATIONSKnowledge of

Behavior and characteristics of severely handicapped students; supervision and motivation of handicapped students; correct oral and written usage of English; basic math, reading and composition skills; simple record keeping; materials, supplies and equipment used in physical education.

Ability to

Learn and utilize methods and procedures to be followed in instructional settings; perform simple clerical work; make arithmetical calculations; understand and carry out oral and written instructions; plan and organize work; pass required mathematics, reading and writing proficiency examination; or have two years of college (48 units) or an A.A. degree (or higher); or have passed the CBEST; establish and maintain cooperative working relationships; maintain accurate records; make minor repairs to athletic clothing and equipment; work without

immediate supervision; and assist children in wheelchairs, walkers or other physical assistance devices.

Experience

Some special education experience desirable, preferably in the area of developmentally disabled.

Education

Equivalent to the completion of the twelfth grade.

Gender

Gender is a bonafide occupational qualification for this classification and is determined by whether or not the work is to be performed in and around the boys' or girls' locker room facilities

Physical Performance Requirements

Frequent, sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. May be required to correctly lift at least 50 pounds alone or more with assistance and move students on and off a school bus, in a classroom, and during outside activities as necessary. Pushing a wheelchair with or without a student in it. Assisting students using walkers, tricycles, or other mobility devices. Lifting of office supplies and other work related materials of up to 20 pounds occasionally involved.

Licenses

Possession of a valid and appropriate California Driver's License, if required.
Possession of current First Aid and CPR cards, if required.

Board Approved: June 28, 1978
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