

INSTRUCTIONAL ASSISTANT – PHYSICAL EDUCATION

DEFINITION

Under supervision of the principal, and as directed by a certificated employee, to assist in performing a variety of instructional activities as a part of a physical education team in support of a comprehensive physical education program at the elementary level; perform a variety of clerical tasks; and to do related work as required.

EXAMPLES OF DUTIES

Assist in planning lessons based on standards and the District approved curriculum; work with students individually and in groups, tutoring or reinforcing instruction in physical education; establish and maintain appropriate standards of student behavior, utilizing a variety of behavior management strategies and techniques, including behavior modification, reinforcement and other positive behavior shaping processes, as needed; organize and maintain supplies and physical education equipment; move, arrange and set up equipment; assist certificated staff in the supervision of activities; lead students in doing warm-up activities daily; organize and participate in physical education activities such as the one-mile walk/run; demonstrate skills necessary to successfully participate in age-appropriate physical education activities; administer all required physical education assessments and surveys; keep accurate records of student performance; provide timely reports and evaluation of student progress to the classroom teacher and PE specialist; maintain student records and files; may type and duplicate materials; supervise students during instructional activities, recess/break periods and field trips; operate audio visual equipment; attend physical education team meetings; and travel to multiple sites.

QUALIFICATIONS

Knowledge of

Developmentally appropriate movement and age-appropriate physical education skills; skill building games and drills; instructional techniques and behavior management; playground safety; supervision and motivation of students; sportsmanship rules; supplies and equipment used in physical education; care for equipment; record keeping; correct oral and written usage of English; basic math, reading and composition skills.

Ability to

Learn and utilize methods and procedures to be followed in development and implementation of an elementary physical education program; plan and organize classes; manage and work with groups of students; compile and maintain accurate records and reports; adhere to established schedules, deadlines, and District guidelines; perform physical activities outdoors in a variety of temperatures; make arithmetic calculations; understand and carry out oral and written instructions; communicate well with students and teachers; pass required mathematics, reading and writing proficiency examinations; 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; make minor repairs to

equipment; work effectively with minimum supervision; participate in District provided trainings; perform simple clerical work; access daily use of personal vehicle; be willing to be trained in the proper management of and protocols for handling health problems, acute and chronic health conditions (e.g., bee stings, seizures, asthma, insulin shock, allergic reactions), injuries, and universal precautions; and maintain District-approved First Aid and CPR Certificates.

Experience

One year of experience working with elementary age children, preferably in an activity setting which provides the knowledge and abilities listed above. Athletic or coaching experience preferred.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent standing and walking for long periods of 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.

Board Approved: June 11, 2002
Revised: February 26, 2008, effective March 1, 2008
Revised: November 10, 2015, effective January 22, 2016
Revised: August 4, 2022