

PERSONNEL

PHYSICAL EDUCATION AIDE Salary Schedule 5 Range 5.5

DEFINITION

Under supervision of the site administrator or designee, to assist teachers in the supervision and training of students in the Physical Education program and to do related work as required.

EXAMPLES OF DUTIES

- Adapts sporting activities for providing a method to support and/or reinforce game participation.
- Assists students, individually or in groups, with physical education class (e.g. game rules, soccer, football, softball, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Implements physical education programs (e.g. demonstrates physical activities, answers questions, presents activities, etc.) for assisting the teacher in improving students' skills success through a defined course of study.
- Inventories textbooks and other teacher materials for the purpose of tracking and maintaining inventory
- Maintains physical education equipment (e.g. adapting sporting materials, assembling, inventory, setting up/taking down game equipment, taking attendance, balls, etc.) for the purpose of ensuring availability of items and/or providing reliable information to assist students during their physical education class.
- Monitors individual and/or groups of students in a variety of settings for the purpose of enforcing school rules regarding student behavior and participation, and/or providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. copying, taking attendance, phone calls, etc.) for the purpose of supporting the teacher and/or in providing necessary records/materials.
- Promotes good habits and sportsman like conduct for the purpose of improving the quality of student's outcome and encouraging student development.

DESIRABLE QUALIFICATIONS

Knowledge of:

- School Physical Education programs and a variety of games and activities;
- The general needs and behavior of children;
- Techniques and methods of youth supervision;
- School rules pertaining to student behavior;
- Computers, when assigned to the computer lab.

Ability to:

- Assist teachers and other staff in reinforcing instructional program and guiding students in development of desirable social skills and habits.
- Work independently with a group of students under the direction of certificated personnel
- Establish and maintain cooperative and effective working relationships with adults and children.
- Understand and follow oral and written directions.
- Analyze situations accurately and adopt an effective course of action; establish and maintain the confidence and cooperation of persons contacted in the course of the work.
- Work with students tactfully and courteously in situations requiring diplomacy and firmness.

- Respect confidential matters.
- Comply with appropriate standards, health and dress codes.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |

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| <u>1</u> | a. Ability to sit for extended periods of time. |
| <u>4</u> | b. Ability to stand for extended periods of time and ascend and descend steps. |
| <u>4</u> | c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. Ability to communicate so others will be able to clearly understand a normal |
| <u>4</u> | f. Ability to bend and twist, kneel and stoop. |
| <u>2</u> | g. Ability to lift 50 lbs. |
| <u>2</u> | h. Ability to carry 50 lbs. |
| <u>4</u> | i. Ability to reach all directions. |

EXPERIENCE:

Five (5) or more years of work and/or volunteer experience coaching children in an educational or organized athletics setting.

EDUCATION:

Proof of High School Diploma (or GED) AND rigorous standard of quality on formal state assessment or local assessment, OR Achieving 48 units of study at an institution of higher learning; OR obtaining an AA degree (or higher)

REQUIRED TESTING and CLEARANCES:

Pre-employment medical exam; current CPR, DOJ/FBI Clearance

Adopted: September 14, 2021

Revised: December 14, 2021