



PHYSICAL EDUCATION ASSISTANT

GENERAL RESPONSIBILITIES

Perform responsible human support and paraprofessional work assisting the physical education teacher with instructional activities and assisting students to reinforce material already presented through special efforts and repetitions.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist the physical education teacher in performing specific duties as assigned or undertaking specialized tasks.
- Assist in establishing and maintaining standards of student behavior.
- Assist the physical education teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Alert the teacher to special needs of individual students.
- Provide escort and assistance to children, as necessary.
- Help maintain individual records for each student.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Encourage safety habits in work and organized game activities ☐ Serve as locker room attendant.
- Assist in the maintenance and storage of equipment.
- Set up equipment for class.
- Assist in implementing all policies and rules governing student life and conduct.
- Help maintain order in the classroom; monitors students to keep them on tasks.
- Perform a variety of office assistance tasks such as photocopying, filing, answering the telephone, etc. as required.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the practices, methods and techniques used in physical education teaching; ability to maintain confidential files and information and to compile reports; ability to deal effectively with students and teachers; skill in the use of physical education equipment; ability to operate standard office, word and data processing equipment; ability to establish and maintain effective working relationships with teachers, parents, students and associates.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Title I Assistants Only: Must have a minimum of 48 college credits or provide documentation of passing the Paraprofessional Assessment test, or have an Associate's Degree or higher.

Some experience in working with children.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, bending, running grasping, fingering, repetitive motion, and reaching. Occasional stooping, crouching, climbing, and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.