

TEMPLE CITY UNIFIED SCHOOL DISTRICT

PE INSTRUCTIONAL AIDE

SUMMARY:

The PE Instructional Aide provides supervision and direction to a group of students engaged in physical education activities. The PE Instructional Aide will assist students in developing the skills necessary to successfully participate in a variety of age appropriate games and sports. Incumbents will keep records of student participation and performance for the purpose of assessment.

DEGREE OF SUPERVISION:

PE Instructional Aides are under the direct supervision of the site Principal or Assistant Principal and are overseen by a certificated physical education instructor.

Evaluations will be performed by the site administrator or designee on a timeline in accordance with the collective bargaining agreement.

DUTIES AND TASKS:

(All duties and tasks are essential unless noted as secondary with an S)

1. Provide supervision and direction to students during the PE period.
 - A. Instruct students on the rules and skills of games or activities;
 - B. Supervise, referee or officiate sports and games where no instructional activities are required;
 - C. Direct play activities and the use of play equipment;
 - D. Observe students for the purpose of monitoring their safety and prevent students from engaging in unsafe activities;
2. Manage student behavior
 - A. Assist in establishing and maintaining an environment that stimulates the growth of desirable social, emotional and health habits.
 - B. Report cases of unusual behavior or social problems to the classroom teacher.
3. Program planning
 - A. Consult with certificated P.E. teacher and site supervisor to make suggestions for programmatic changes;
 - B. Meet monthly with other PE Instructional Aides, certificated P.E. teacher and supervisor to plan the P.E. program.
4. Perform clerical duties to support the physical education program
 - A. Keep a variety of records for the purpose of appraising students for grading purposes (S);
 - B. Check equipment in and out;
 - C. Maintain inventory of physical education equipment and check for damaged or unsafe equipment; and
 - D. Assist in the scoring of examinations and/or state physical fitness tests (*grade 5*)

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KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working Knowledge
 - A. Rules of traditional sports and games played at the elementary school level;
 - B. Safety procedures for outdoor sports and games; and
 - C. Developmental milestones of school age children in both the physical and social domains.
2. Skills
 - A. Speak on a one-to-one or small group basis using appropriate vocabulary and grammar to explain policies and procedures;
 - B. Demonstrate patience, warmth and genuine concern for students;
 - C. Understand and carry out oral and written instructions; and
 - D. Perform routine record keeping.
3. Abilities
 - A. Control and motivate students;
 - B. Maintain cooperative and effective working relations with children and adults;
 - C. Maintain confidentiality

QUALIFICATIONS

1. Education and Experience
 - A. Equivalent to the completion of twelfth grade.
 - B. No experience required.
 - C. Experience in organizing, supervising, or participating in social athletic or recreational activities of youth groups is desirable.
2. Other requirements
 - A. Tuberculosis screening and clearance every four years;
 - B. Valid first aid certification (every two years)
 - C. CPR certification. (annual).

CAREER LADDER OPPORTUNITIES

To advance to the position of classroom Instructional Aide, the incumbent would need to do one of the following:

- Complete 48 college credits
- Attain an AA degree
- Pass a District examination that assesses skills in reading, math, written language and the ability to work with students.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to:** stand and/or walk for extended period of time, bend, stoop, kneel and reach in all directions; see for the purpose of reading or observing students; hear and understand speech at normal

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levels; communicate so that other can clearly understand normal conversation.

The employee may **occasionally be required to** lift and/or move objects up to 25 pounds in weight.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee **regularly** works outdoors in an unsheltered environment with groups of students.

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