



Classification Specification

PARAPROFESSIONAL-PHYSICAL EDUCATION

Department:	Instructional Assistance
Reports To:	Site Administrator
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Assist a certificated teacher in reinforcing instruction related to physical education (P.E.) and recreational activities; provides supervision and direction to a group of students engaged in physical education activities; assist students in developing the skills necessary to successfully participate in a variety of age appropriate games and sports; maintain records of student participation and performance for the purpose of assessment; assist in the preparation of instructional materials and provide routine clerical support.

Essential Duties and Responsibilities:

- Assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or outdoor physical education environment; assist in the preparation of instructional materials and implementation of lesson plans.
- Provide supervision and direction to students during the P.E. period; observe and control student behavior during classroom and outdoor activities under the direction of the teacher and according to approved procedures; report cases of unusual behavior or social problems to the classroom teacher.
- Instruct students on the rules and skills of games or activities.
- Supervise, referee, or officiate sports and games where no instructional activities are required.
- Direct games, activities, and the use of P.E. equipment.
- Assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating, and filing instructional materials; administer student tests and assignments; maintain student records and files as assigned.
- Consult with the teacher and site supervisor to make suggestions for programmatic changes.
- Maintain inventory of P.E. equipment and check for damaged or unsafe equipment; set-up P.E. equipment; check equipment in and out.
- Assist in the scoring of examinations and/or state physical fitness tests.

- Operate a variety of classroom and office equipment, including a computer and assigned software.
- Assure the health and safety of students by following established practices and procedures; observe students for the purpose of monitoring their safety and prevent students from engaging in unsafe activities; maintain learning environments in a safe, orderly, attractive, and clean manner.
- Administer first aid/CPR, as necessary.
- Attend meetings and in-services as assigned.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Rules of traditional sports and games played at the elementary school level.
- Developmental milestones of school age children in both the physical and social domains.
- Physical education and related activities.
- Safe practices in physical education activities.
- Basic sports, exercises, and other physical activities of a school physical education program.
- Child guidance principles and practices.
- Student behavior and developmental characteristics.
- Operation of athletic equipment.
- First aid/CPR procedures.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Assist a certificated teacher in reinforcing instruction related to programs involving physical education and recreational activities.
- Perform physical education activities and exercises with students.
- Control and motivate students.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Monitor, observe, and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Administer first aid/CPR as necessary.
- Maintain records and files.
- Maintain confidentiality of sensitive or privileged information.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.

Education: High school graduation or equivalent GED.

Experience: Some experience working with children in an educational or learning environment.

Licenses, Certifications, and other requirements:

- Proof of current and valid Tuberculosis screening.
- Valid first aid/CPR certificate.

Desirable Qualifications:

- Experience in organizing, supervising, or participating in social athletic or recreational activities of youth groups is desirable, but not required.

Working Conditions:

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.

- Indoor/classroom/outdoor work environment.
- Fast-paced work environment with changing priorities.
- Seasonal heat and cold or adverse weather conditions.

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.
- The employee may frequently be required to stand and/or walk for extended periods of time; bend, stoop, kneel and reach in all directions.
- The employee may occasionally be required to lift and/or move objects up to 25 lbs. in weight.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.