

Instructional Assistant – Physical Education (PE)

Purpose Statement

The job of Instructional Assistant – Physical Education (PE) is done for the purpose of providing support to the instructional process with specific responsibilities for working with groups of students in physical education activities and providing support to teacher/s and staff.

This job reports to Assigned Supervisor

Essential Functions

- Adapts physical education activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing PE objectives.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with teachers, school staff, and/or parents for the purpose of providing and receiving information.
- Implements physical education plans and activities under the supervision of assigned teacher for the purpose of presenting and/or reinforcing learning concepts and activities.
- Maintains classroom equipment and work area for the purpose of ensuring availability of items, providing a safe learning environment; and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings for the purpose of providing a safe and positive learning environment.
- Supports classroom teachers and other school staff for the purpose of assisting them in the implementation of PE curriculum and teaching methodologies.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and giving and receiving oral and written instructions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; age appropriate activities; general needs and behaviors of elementary students; and techniques in guiding and motivating students.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment.

Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions; managing large groups of students; playing basic sports and physical activities; and engaging in strenuous physical activity.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is preferred.

Education (Minimum): High school diploma or equivalent. Completion of coursework in Physical Education or Child Development and CPR/First Aid Certificate preferred

Required Testing

NCLB Compliance/Skills Proficiency Test

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses

District Mandated Training

Clearances

Criminal Background Clearance

Tuberculosis Clearance

FLSA

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range E