

## LAGUNA BEACH UNIFIED SCHOOL DISTRICT

### Job Description: **Instructional Assistant, Physical Education**

#### **BASIC FUNCTION:**

Under general supervision of the site administrator and under direction of the assigned teacher, to perform a variety of specialized playground physical education and physical fitness instructional activities with elementary age students; to perform instructional support and follow-up activities; and to do other related work as required.

#### **ESSENTIAL DUTIES:**

- Assists instructional personnel in the implementation of physical education instructional activities following a prescribed plan developed in cooperation with instructional personnel
- Assists in evaluating and determining the skill and fitness levels of pupils in physical education.
- Instructs individual and small groups of students to reinforce and follow up instructional and skill development activities.
- Assists in the maintenance and follow-up of behavior management and behavior shaping plans.
- Assists in the planning, organization, and implementation of self-directed game activities, including softball, soccer, volleyball, basketball, football and other games common to the physical education curriculum.
- Assists in the inspection and review of game activity areas and physical fitness equipment to ensure that the physical education activities are conducted in a safe and non-hazardous environment.
- May assist in the conduct of health, personal hygiene, grooming and self-help skills.
- May assist in the implementation and conduct of adaptive physical education activities.
- May requisition, store, distribute, and maintain an appropriate and adequate inventory of physical education instructional supplies and equipment under guidance from the Lead Instructional Assistant, Physical Education
- Establishes and maintains a variety of records concerning physical fitness progress.
- Develops and updates schedule and instructional plans for support staff and substitute use.
- Supervises students and supports activities on school play area to ensure safe physical activities and games, as directed by supervisor.
- Administers routine first aid and seeks assistance for serious illness or injury situations.

#### **OTHER REPRESENTATIVE DUTIES:**

- Participates in staff development activities as appropriate.
- Attend Professional Learning Community (PLC) meetings regularly to obtain direction from and provide feedback to physical education teacher.
- Performs other related duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Basic concepts of growth and development and behavior characteristics.
- Student behavior management strategies and techniques typically utilized with multi-age students.
- Instructional strategies pertaining to physical education and physical fitness instruction.
- Routine record management, storage, and retrieval systems and procedures.
- Appropriate English usage, punctuation, spelling, and grammar.

**Ability to:**

- Demonstrate an empathetic, patient, and understanding attitude with elementary and secondary level students.
- Interpret, understand, and follow-up student special physical education and weight training plans.
- Communicate effectively in oral and written form.
- Provide clear and concise reports.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with pupils and adults.

**MINIMUM QUALIFICATIONS****Experience:**

Two years paid or volunteer experience working with multi-age children in an organized physical education or weight training program.

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in growth and development, psychology, physical education, and other related educational programs preferably at the community college level.

**Certificate Requirement:**

Must possess a valid first aid certificate issued by the American Red Cross, including CPR training.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS****Environment:**

- School playground environment
- Moderate to Intense noise level
- Outdoor weather conditions

**Physical Requirements:**

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist.
- Ability to frequently lift, push, pull and/or move up to 30 pounds, and occasionally lift, push, pull and/or move up to 75 pounds with assistance.
- Ability to climb stairs.

- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to operate technology, computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.