

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ASSISTANT – PHYSICAL EDUCATION

BASIC FUNCTION:

Under the direction of an elementary school Principal, assist a certificated teacher or specialist by providing physical education instruction to individual, small or large groups of students in an indoor or outdoor setting; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

1. Provide physical education training and instruction to individual, small or large groups of students.
2. Plan and prepare lessons as directed by the teacher or learning specialist; may administer and score a variety of tests.
3. Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
4. Supervise students on the playground; issue and collect physical education equipment.
5. Perform a variety of clerical duties such as preparing instructional materials, preparing and recording grades and maintaining records and files.
6. Teach warm-up exercises for fitness; demonstrate and provide instruction for the skills and rules of games.
7. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
8. Confer, as needed, with teachers concerning programs and materials to meet student needs.
9. Assure the health and safety of students by following all health and safety rules.
10. Direct group activities of students as assigned.
11. Participate in meetings and inservice training programs as assigned.
12. Repair and maintain physical education equipment as necessary; arrange for major repair of equipment.
13. Perform other related duties as assigned.

Instructional Assistant – Physical Education continued

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

- Child guidance principles and practices
- Basic skills and rules of games
- Physical fitness requirements
- Physical education activities and exercises
- Developmental stages in the physical abilities of children
- Safe practices in classroom and playground activities
- Record-keeping techniques
- Health and safety regulations
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Reading and writing communication skills
- Oral and written communications skills
- Interpersonal relations skills using tact, patience and courtesy

ABILITY TO:

- Perform clerical duties such as duplicating and maintaining simple records
- Print and write legibly
- Make arithmetic calculations quickly and accurately
- Understand and follow oral and written directions
- Learn methods and procedures to be followed in an instructional situation
- Communicate effectively with children and adults
- Read, interpret and follow rules, regulations, policies and procedures
- Establish and maintain effective working relationships with others
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Understand the needs of students regarding recreation and physical training
- Supervise and discipline students according to approved policies and procedures
- Operate a variety of equipment used in games and physical training
- Assist with the instructional and related activities of a physical education learning environment

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience in training or working with youth in an organized sport or recreational setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid Certificate issued by the American Red Cross is desirable.

WORKING CONDITIONS:

Indoor and outdoor school environment which includes standing, walking, kneeling, squatting, crawling, stooping, twisting and bending on various surfaces such as concrete, blacktop, asphalt, dirt and grass; push, pull, lift or carry up to 50 lbs.; work directly with students in exercise programs which may involve repetitive twisting or pressure involving wrists or hands or working with arms above shoulder level; give student direction requiring clear speaking; able to hear normal voice conversation; color vision, peripheral vision, depth perception and the ability to adjust focus; exposed to minor contagious illnesses (e.g. colds, flu).

Instructional Assistant – Physical Education continued

SALARY RANGE: 40

ADOPTED BY PERSONNEL COMMISSION: July 18, 2001
ADOPTED BY BOARD OF EDUCATION: August 27, 2001