BUENA PARK SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT PHYSICAL EDUCATION

DEFINITION

Under the supervision of the Principal, assists a certificated teacher in reinforcing instruction to individual or small groups of students in a physical education classroom or outdoor environment; assists in the preparation of instructional materials and implementation of lesson plans; keeps a log of activity for student groups; set-ups equipment for physical education classes and sports activities.

EXAMPLES OF DUTIES

Assists a certificated teacher in reinforcing physical education instruction to individual or small groups of students in a physical education classroom or outdoor environment; assists in the preparation of instructional materials and implementation of lesson plans. Leads, monitors and oversees student drills, warm-up stretches, practices and exercises; coordinates teams and activities for physical education classes; organizes sports activities during lunch and recess. Performs a variety of clerical duties in support of physical education activities such as preparing, organizing and keeping an inventory of physical education equipment; types and inputs data into an assigned computer system; maintains student records and files regarding physical education. Provides support to the teacher by setting up equipment for physical education classes, sports activities; assists in set-up, distributing, collecting and storing physical education and sports equipment. Assists students in completing physical education assignments, exercises and drills; assures student understanding of assignments, rules and procedures; assist students by answering questions, providing proper examples, maintaining a friendly attitude and providing general guidance on health and wellness. Assists in data collection; prepares reports and documentation as required. Observes, supervises, and controls behavior of students on the playground and outdoor learning environments according to approved procedures; reports progress regarding student performance and behavior. Assists in shaping student's behavior through positive reinforcement and other strategies. Operates and maintains a variety of classroom, office and physical education equipment including athletic equipment, printer, a computer and assigned software to collect data on physical education. Assures the health and safety of students by following established practices and procedures; cleans, maintains and assures physical education equipment is in working condition. Maintains discipline in the absence of a teacher. Assists in the administration of fitness testing. Assists in the planning and coordination of the District Physical Education special events and activities. Other duties may be assigned.

QUALIFICATIONS

Knowledge of:

Basic Physical Education instructional methods and techniques.
Safe practices in classroom and physical education activities.
Basic concepts of child growth and development and developmental behavior characteristics.
Student behavior management strategies and techniques.
Correct English grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of standard office, classroom and physical education equipment. Routine record keeping techniques.

Operation of a computer and assigned software to collect data on physical education.
Specific subject area content as required in job assignment
Interpersonal skills using tact, patience and courtesy.
Operation of standard office, classroom and physical education equipment. Routine record keeping techniques.

Ability to:
Assist with instruction and related activities in an indoor or outdoor learning environment.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Assist in the preparation of instructional materials and implementation of lesson plans.
Assist with physical education activities as assigned.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Observe and control student behavior according to approved policies and procedures.
Operate standard indoor, outdoor, and physical education equipment.
Observe health and safety regulations.
Explain and interpret assignment directions to students.
Meet schedules and timelines.
Learn and utilize basic methods and procedures to be followed in instructional settings.
The ability to keep a log of activity for student groups.
Demonstrate an understanding, patient, warm, and receptive attitude toward children.
Understand and carry out oral and written instructions.

EDUCATION/EXPERIENCE
Any combination equivalent to: graduation from high school and some experience working with children in an educational or organized learning environment. Some experience with course work in the area of physical education, child development, and recreation is preferred.

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 individuals with disabilities to perform the essential functions.
• Dexterity of hands and fingers to operate athletic equipment.
• Sitting or standing for extended periods of time.
• Bending at the waist, kneeling or crouching to assist students.
• Seeing to monitor student activities.
• Hearing and speaking to exchange information.
• Reaching overhead, above the shoulders and horizontally.
• Lifting, carrying, pushing or pulling objects up to 25 pounds.
• Walking.
• Physical ability and stamina.

WORK ENVIRONMENT

Outdoor/Physical Education classroom 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. The noise level in the work environment is usually moderate. Hazards include:

- Seasonal heat and cold or adverse weather conditions.
- Regularly exposed to fumes, airborne particles, grasses and seasonal exposure to pollens.

LICENSE REQUIREMENT

Possession of a valid California driver license.

CONDITION OF EMPLOYMENT

Insurability by the district's liability insurance carrier.
CPR certification to be provided by the district on an annual basis.