

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE:        PHYSICAL EDUCATION ASSISTANT**

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### **BASIC FUNCTION:**

Under the direct supervision of the Executive Director of Teaching and Learning, or designee, provide support and paraprofessional work, assist the physical education teacher with instructional activities, and assist students to reinforce material already presented through special efforts and repetitions.

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### **ESSENTIAL DUTIES:**

The duties listed below are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assist the physical education teacher in performing specific duties as assigned or undertaking specialized tasks.

Assist in establishing and maintaining standards of student behavior.

Assist the physical education teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.

Assists in school wide emergency preparedness and procedures.

Alert the teacher to special needs of individual students.

Provide escort and assistance to children as necessary.

Prepares lessons as directed by the teacher; administers and scores a variety of tests.

Observes and controls the behavior of students according to approved procedures.

Reports progress regarding student performance and behavior.

Assists students by providing proper examples, emotional support, a friendly attitude, and general guidance.

Confers, as needed, with teachers concerning programs and materials to meet student needs.

Help maintain physical education records for each student.

Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Ensure safety habits in organized physical education activities.

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Assist in the maintenance and storage of equipment.

Set up equipment for class.

Help maintain order in the classroom; monitors students to keep them on tasks.

Participates in meetings and professional development as necessary.

Perform related work as assigned.

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### **KNOWLEDGE AND SKILLS:**

General knowledge of the practices, methods and techniques used in physical education teaching.

Ability to maintain confidential files and information and to compile reports.

Skill in the use of physical education equipment.

Performs a variety of clerical duties in relation to student instruction, such as the preparation of instructional materials, scoring tests, recording grades and attendance, as well as maintaining records and files.

Ability to operate standard office, word and data processing equipment.

Ability to establish and maintain effective working relationships with teachers, parents, students and community.

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### **ORGANIZATIONAL RELATIONSHIPS:**

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|-----------------------|-----|---|
| Supervision:          | (1) | Is responsible to/evaluated by the Executive Director of Teaching/Learning or designee.         |
|                       | (2) | Receives supervision and direction from a certificated teacher or supervisor to which assigned. |
|                       | (3) | May provide limited work direction and guidance to volunteers and student helpers.              |
| Internal<br>Contacts: | (1) | Continuous contact with students and teachers.  |
|                       | (2) | Continuing contact with the school principal and school office staff.                           |
|                       | (3) | Some contact with other instructional assistants, custodial employees, and noon duty personnel. |
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### **PHYSICAL DEMANDS:**

Significant standing, walking, running, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling; ability to lift 25 lbs. Reasonable accommodations may be

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made to enable individuals with disabilities to perform the essential tasks.

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### **EDUCATION AND EXPERIENCE:**

High School Diploma or GED required and some experience in working with children. Some college level coursework in early childhood education, psychology, and/or coursework in kinesiology is desirable.

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### **LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid CA driver's license.

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### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, loud noises, and multiple physical environments (blacktops, grass, fields, playground equipment, gymnasiums, and weight rooms).

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**PREPARED BY:     HUMAN RESOURCES DEPARTMENT                     DATE: 11/18**

**APPROVED BY:     PERSONNEL COMMISSION                             DATE:**

**APPROVED BY:     BOARD OF TRUSTEES                                     DATE:**