

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT- PHYSICAL EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction related to programs involving physical education and recreational activities; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support; perform physical education activities and exercises with students.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist a certificated teacher in reinforcing instruction related to programs involving physical education and recreational activities; assist students with physical education and specific instructional tasks in an individual or group setting.

Assist in the preparation and presentation of lesson plans for physical education; assist with administering and scoring physical education tests, surveys and assessments; monitor students during physical fitness tests as directed; record grades and observations as appropriate; collect and input data into an assigned computer system.

Perform a variety of clerical duties in support of physical education activities such as preparing, typing, duplicating and filing instructional materials; maintain student attendance, records, notes and files as assigned;

Assist teacher with organizing and directing sports, games, exercises and recreational activities; oversee students at play, exercising and in other physical activities.

Perform physical education activities and exercises with students and reward student participation as appropriate; perform demonstrations and assure student understanding of sports, games, exercises and other physical activities.

Observe and control behavior of students during physical activities according to approved procedures; report progress regarding student performance and behavior; escort students to and from designated locations as assigned.

Assure the health and safety of students by following established practices and procedures; maintain outdoor environment in a safe, orderly and clean manner; clean, set up, and set out athletic equipment and other materials; model appropriate use of athletic equipment; assist students with pedometers and other related athletic equipment or devices.

Assure student understanding of physical education activities and exercise rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assist the teacher with instructing students concerning the importance of physical fitness and

sportsmanship as directed.

Operate a variety of athletic and office equipment including a computer and assigned software; assist in the maintenance, inventory and storage of athletic equipment; drive a vehicle to conduct work as assigned.

Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns related to student activities and behavior.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured students.

Attend meetings and in-services as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Physical education and related activities.

Child guidance principles and practices.

Safe practices in physical education activities.

Basic sports, exercises and other physical activities of a school physical education program.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Physical activity procedures and appropriate student conduct.

Operation of athletic equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

First aid and CPR procedures.

**ABILITY TO:**

Assist a certificated teacher in reinforcing instruction related to programs involving physical education and recreational activities.

Assist in the preparation of instructional materials.

Perform physical education activities and exercises with students.

Assist in the preparation of instructional materials and implementation of lesson plans.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Operate a variety of athletic equipment and office equipment including a computer and assigned software.

Observe health and safety regulations.

Perform clerical duties related to physical education activities.

Maintain records.

Administer first aid and CPR.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience working with school age children in organization setting or learning environment. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certification within six months of employment.  
Valid California Class C Driver's License.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Outdoor environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

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.  
Walking.  
Physical ability and stamina.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

