



Romoland School District

JOB DESCRIPTION

PHYSICAL EDUCATION AIDE

SUMMARY

Under general supervision, provides students with physical education instruction designed to improve athletic skills, motor coordination and knowledge and use of games, equipment, tactics and strategies; observes, monitors and records student behavior and performance; organizes, controls, maintains and prepares athletic equipment and facilities for student use; ensures safety of student activities and maintains cleanliness and order of physical education areas; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Physical Education Assistants are responsible for tutoring and providing physical education instruction to groups of students to improve athletic skills, motor coordination and knowledge and use of games, equipment, tactics and strategies. Incumbents are also responsible for setting up, maintaining and monitoring the use of athletic equipment, supplies and facilities for physical education classes. Work assigned to a Physical Education Assistant requires knowledge of physical education and activities and the ability to provide instruction to others in an effective manner.

REPRESENTATIVE DUTIES

There will typically, though not always, be an assigned schedule for the duties assigned to this class.

- Under guidance of a teacher, provides physical education instruction to groups of children in assigned subject matter areas to improve athletic skills, motor coordination and knowledge and use of games, equipment and gaming tactics; assists in implementing a program of physical education activities and physical education lesson plans; explains and demonstrates exercises and games; monitors students while they are completing and participating in drills, exercises and sports activities.
- Under guidance of a teacher, assesses students' physical education needs based on their performance in sports exercises and activities; observes, monitors, controls and records student performance and behavior; assists students in learning appropriate social skills through the use of cooperative physical games, exercises and sports activities; prepares student behavior reports and discusses concerns and issues with teachers; assists with student discipline and conflict resolution; escorts students as needed; may provide basic first aid to students as needed.

REPRESENTATIVE DUTIES, continued

- Sets up and maintains fields, courts and supplies for physical education activities; organizes, controls, maintains and monitors athletic equipment and supplies; determines safety conditions and ensures safety of student activities; educates students regarding the proper care of equipment and use of athletic facilities.
- Maintains student records of attendance and grades; signs students in and out of class.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of

- Methods and practices of physical education.
- Correct English usage, including spelling, grammar and punctuation.
- Materials, supplies and equipment used in team and individual sports.
- Methods of maintaining physical education facilities in a clean and sanitary condition.
- Methods and techniques for setting up fields and courts for competitive play.
- Basic first-aid methods and techniques.
- Health and safety regulations.
- Basic record-keeping techniques.

Ability to

- Organize, set priorities and exercise sound judgment within areas of responsibility.
- Understand, explain and apply District policies, rules and regulations related to areas of responsibility.
- Maintain athletic and physical education equipment.
- Maintain athletic facilities in a clean and sanitary condition.
- Perform basic first aid.
- Organize and maintain confidential student records and files.
- Speak, read and write English
- Communicate clearly and effectively orally and in writing.
- Understand and follow written and oral instructions.
- Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
- Establish and maintain effective working relationships with District faculty, staff, students and others encountered in the course of work.

EMPLOYMENT STANDARDS

Education

- NCLB Requirements: Must have completed 48 semester units at an institution of higher learning, or possess an A.A. or higher degree, or pass a District proficiency test.
- One year of progressively responsible experience in providing physical education instruction to students; or some combination of education, training and experience that produces the requisite knowledge and ability. Experience in a public agency is preferred.

EMPLOYMENT STANDARDS, continued

Licenses/Certificates

- Possession of an Adult and Child CPR Certificate as required by the District
- Possession of a First Aid Certificate as required by the District
(The District may arrange for training in order to maintain CPR & First Aid Certificates)
- Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

An employee in this class may work within a variety of out-of-doors climate conditions, including inclement day conditions of above average heat, cold, wind, or precipitation.

MENTAL ABILITIES

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in athletic facilities or outdoors on athletic fields, and the noise level can be loud.

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EMPLOYMENT STATUS

Bargaining unit position/agency shop.

WORK YEAR

181 Days

Board Approved: November 13, 2012