

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Instructional Aide - PE

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Working with school age groups in organizations such as Scouts, Church, YMCA and PTA and/or any successful job experience in similar fields.

Education:

Must be "Highly Qualified" (NCLB Compliant) having a high school diploma or equivalent and one of the following:

- 2 years of study equal to 48 units
- Associates or higher degree
- Ability to pass the instructional aide proficiency test.

SUMMARY

Assists the Physical Education Teacher in the direct care and supervision of the children in a classroom or related facility. Maintains and prepares classroom materials, attendance records, health forms, and student files. Provides instructional assistance to individuals or small groups of students. Performs other related tasks as assigned.

SPECIFIC RESPONSIBILITIES

1. Assists an instructor to implement lesson plans by providing positive learning experiences for children.
2. Assists the instructor in maintaining classroom discipline by observing the activities of the children and maintains order. These activities may be in or out of the classroom setting.
3. Monitors classroom activities when a teacher is absent from the classroom. Accompanies students going from one location to another. Observes, monitors, and controls behavior of students within approved procedures.
4. Gives individual and special attention each day. Responds to each child's particular needs. Ensures that all children receive equal attention.
5. Assists instructor with attendance recording.
6. Reports to the instructor any signs of illness or distress observed in the children.
7. Assists in the reinforcement strategies as directed.
8. Corrects and grades student work products of an objective nature.
9. Collects, classifies and files materials for use in providing an appropriate learning environment;
10. Supervises play area activities as assigned.
11. Seeks assistance for non-routine illness and injuries.
12. Performs minor housekeeping tasks in maintaining a neat, clean and orderly classroom atmosphere.
13. Assists with the arrangement and storage of classroom facilities including displays, athletic equipment and accessories.

14. Assists with clerical duties including typing and completing reports, forms and inventories.
15. Performs other related tasks as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Basic concepts of child development and typical child behavior characteristics;
- appropriate human relations and student needs;
- duties and responsibilities of an instructional aide;
- proper English usage, spelling, grammar and arithmetical concepts;
- routine filing and record keeping procedures.

Ability to:

- Demonstrate a patient, receptive and empathetic attitude toward children;
- communicate satisfactorily in oral and written form and serve as an appropriate language model;
- observe and model instructional personnel teaching methods and procedures;
- understand and carry out oral and written directions;
- establish and maintain cooperative and working relationship with students and adults.