Ocean View School District

17200 Pinehurst Lane • Huntington Beach, CA 92647 • (714) 847-2551 • www.ovsd.org

OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

INSTRUCTIONAL ASSISTANT - PHYSICAL EDUCATION

JOB SUMMARY:

Under general supervision of the Principal or designee, and daily direction of a certificated physical education teacher, assists in implementing a program of physical education for both general and/or supplemental purposes generally for the 4th through 8th grade student population.

CLASS CHARACTERISTICS:

Incumbents perform paraprofessional activities reflecting their special knowledge and training in physical education. They are expected to work with assigned groups of students in providing a general and/or supplemental program of physical education with considerable independence, receiving technical direction and supervision from certificated staff. Incumbents in these positions are expected to regularly work at more than one school and may have to travel from one school to another during the day.

REPRESENTATIVE DUTIES *E denotes an essential function of the job.)*:

Monitor, assist, tutor students in a variety of physical education activities including, but not limited to, organized team and individual sports such as: baseball, basketball, soccer, football, tennis, track and field, volleyball and jump rope, dance and rhythmic movement; ***E***

Consult with certificated staff regarding student progress and behavior, and receive prior approval for modification of student programs from certificated staff; ***E***

Motivate student participation, promote good habits and sportsman like conduct for the purpose of improving the quality of students outcome and encouraging student development; ***E***

Assist assigned teacher with the implementation of lesson plans; administering and scoring tests; and recording grades; ***E***

Administer and score the State and District physical fitness tests, completing the State Scantron forms in the Spring and preparing District awards for students; ***E***

Maintain appropriate student discipline within the learning environment; ***E***

Assure the health and safety of students by following established practices and procedures and maintain outdoor environment in a safe, neat and orderly manner; ***E***

Prepare instructional, reinforcement and motivational learning materials;

Prepare written worksheets for students;

Maintain a variety of records;

May order equipment and supplies;

May operate a variety of office equipment;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the school Principal or designee. Daily direction is provided by a certificated physical education teacher.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:
- General needs and behaviors of children;
- Physical and psychomotor development;
- Various exercises, activities intended to develop coordination and muscle strengthening;
- Safe practices in physical education and playground activities;
- Proper stretching and warm-up techniques;
- Basic learning theory related to physical activities;
- Rules of play for a variety of sports;
- English usage, including grammar, spelling and punctuation;
- Simple record keeping, basic mathematics;
- Modern office equipment and procedures.

Ability to:
- Observe and critique physical movements;
- Perform and model sporting activities and techniques;
- Lead and instruct students in various physical education activities, including warm-ups;
- Analyze situations accurately, make appropriate judgments, take proper action as necessary;
- Learn to administer and score the State and District physical fitness tests and complete the State Scantron forms;
- Work independently;
- Provide instructional assistance and technical advice to students;
- Assess student achievement;
- Generate enthusiasm for learning;
- Rapidly learn and apply relevant procedures and practices;
- Operate a variety of modern office equipment;
- Perform simple mathematical computations;
- Understand and carry out instructions;
- Work successfully with students and motivate participation in activities;
- React appropriately in emergency medical situations;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination is required;
- Some training or post-secondary course work in Physical Education or Child Development is desirable.

Experience:

- Prior paid or volunteer experience involving the supervision of children in an organized setting is desirable.
- Prior experience working with children in a physical education or recreational setting is highly desirable.

LICENSES REQUIRED

These positions are required to possess a valid and appropriate California Driver License.

Within two (2) months of employment the employee is required to possess and maintain valid CPR and First Aid certification.

PHYSICAL DEMANDS, WORKING CONDITIONS AND HAZARDS:

The job requires constant standing, walking, bending, stooping, frequent reaching over head and physical agility sufficient to move about and model physical techniques on both hard, soft and uneven surfaces; does frequent physical work, lifting, carrying, pushing, and pulling objects weighing up to 50 pounds; visual acuity sufficient to see and observe student activities and behavior on the playing field; speech and vocal capacity sufficient to be heard by students in a noisy outdoor environment; hearing sufficient to be able to tell when a student is having difficulty or is being disruptive. The working environment is mostly out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequent exposure to minor contagious illnesses and to noise generated by students involved in physical activities. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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Reviewed with no revisions 4/26/07
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Job Description Review and Revisions Effective 4/9/15
Review and Revisions Effective: 8/14/25