

**CLASS SPECIFICATION
Physical Education Assistant**

GENERAL PURPOSE

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. 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.
2. Assesses a student's 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.
3. Sets up 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 physical education and athletic facilities areas in a clean and sanitary condition.
4. Maintains student records of attendance and grades; signs students in and out of class.

OTHER DUTIES

1. Performs annual state mandated physical fitness testing.

QUALIFICATIONS

Knowledge of:

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

Ability to:

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

Education, Training and Experience:

Graduation from high school or a G.E.D. equivalent with competency; and 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.

Licenses; Certificates; Special Requirements:

Possession of a Red Cross Multi-Media First Aid Certificate.

This position requires a valid California Drivers License and may require work at more than one school site in a day.

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 Demands

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.

Mental Demands

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.

Board Approved 2/18/07

Effective 7/01/2007

Board Approved Revision 10/15/2007