

JOB DESCRIPTION

JOB TITLE: P.E. Instructional Aide

General Description:

Under the general supervision of the site administrator, to conduct learning experiences for students in the field of physical education; to perform a variety of clerical duties and related work as required.

Duties and Responsibilities:

- Use a variety of PE related instructional materials
- Supervise students during activities
- May operate a variety of instructional media, office machines, and equipment
- Maintains discipline under direction of the teacher
- Analyzes, demonstrates, and explains basic skills, knowledge, and strategies in sports, games, rhythm, and fundamentals of body movement as outlined in lesson plans by teacher
- Implements special activities for students
- Implements unit plans and daily lesson plans
- Explains and demonstrates basic skills knowledge in sports and physical activity
- Provides fundamentals of body movement and movement education
- Analyzes and demonstrates strategy in sports and games
- Implements physical fitness program including cardio-vascular fitness under teaching direction

Qualifications:

Ability to:

- Supervise students
- Learn and utilize basic methods and procedures to be followed in instructional settings
- Demonstrate an understanding, patient, warm, and receptive attitude toward children
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with students, staff, parents, and the general public

Physical Demands: The physical demands describe here are representative of those that must be met by and employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Work Environment: While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to fumes, airborne particles, and grasses; seasonal exposure to pollens. The employee occasionally works in a classroom setting.

Education and Experience:

Must have a high school diploma or its equivalent. Must also meet one of the following criteria:

- completed at least two years of study (48 units) at an institution of higher education; or
- obtained an associate's (or higher) degree
- Sufficient training and experience to demonstrate the knowledge and abilities listed above

Licenses, Certifications and/or Testing:

- Valid California Driver's License and proof of automobile insurance
- Criminal justice and FBI fingerprint clearance

CSEA Approved: June 17, 2013

Board Approved: July 16, 2013