

MESA UNION SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION

BASIC FUNCTION:

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction related to physical education programs and recreational activities; perform physical education activities, demonstrations and exercises with students; assist students in developing skills and knowledge of exercise, sports and teamwork; maintain records related to assigned activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in reinforcing instruction related to physical education programs and recreational activities including organizing and monitoring sports, games and exercises; assist students in developing skills and knowledge of exercise, sports and teamwork; promote sportsmanship in physical education activities.

Perform physical education activities, demonstrations and exercises with students and reward student participation as appropriate; assure student understanding of sports, games, exercises and other physical activities.

Observe and control behavior of students during physical activities according to approved procedures; report progress regarding student performance and behavior.

Assure the health and safety of students by following established practices and procedures; administer routine first aid to students as needed; maintain work environment in a safe, orderly and clean manner.

Assist in selecting grade-level appropriate activities and music for lesson plans; assist in the preparation of instructional materials.

Operate and maintain a variety of athletic equipment; set up, and take down athletic equipment as directed.

Maintain records related to assigned activities; record grades and observations as directed.

OTHER DUTIES:

Monitor and control student behavior on the playground and during lunch

Set up the cafeteria for physical education activities as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic sports, exercises and other physical activities of a school physical education program.
Basic instructional methods and techniques.
Safe practices in physical education activities.
Health and safety regulations.
Operation of standard athletic equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Basic first aid procedures.

ABILITY TO:

Maintain confidentiality of privileged information
Assist a certificated teacher in reinforcing instruction related to programs involving physical education and recreational activities.
Assist in the preparation of instructional materials.
Perform physical education activities and exercises with students.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Observe and report student behavior and progress according to approved policies and procedures.
Operate standard athletic equipment.
Observe health and safety regulations.
Maintain routine records.
Administer basic first aid.

EDUCATION AND EXPERIENCE:

Possess a high school diploma or the equivalent, and pass: No child left behind act of 2001 assessment or a minimum of two years of college (48 units) or A.A. or A.S. degree (or higher)

| Some experience in a recreation or coaching environment.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.
Epi Pen Training

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor and school setting.
Adverse weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate athletic equipment.
Standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to monitor student activities.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.
Walking over rough or uneven surfaces.
Physical agility and stamina.