

## North Monterey County Unified School District

### JOB DESCRIPTION

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Position Title:	<b>Instructional Aide – Physical Education</b>
Salary:	Classified Salary Schedule – Step 22
Reports to:	Principal or Designee and PE teacher

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#### GENERAL RESPONSIBILITIES

Perform responsible human support and paraprofessional work assisting the physical education teacher with instructional activities and assisting students to reinforce material already presented through special efforts and repetitions.

#### ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist the physical education teacher in performing specific duties as assigned or undertaking specialized tasks.
- Assist in establishing and maintaining standards of student behavior.
- Assist the physical education teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Alert the teacher to special needs of individual students.
- Provide escort and assistance to children as necessary.
- Help maintain individual records for each student.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Encourage safety habits in work and organized game activities
- Assist in the maintenance and storage of equipment.
- Set up equipment for class.
- Assist in implementing all policies and rules governing student behavior and conduct.
- Help maintain order in the classroom; monitors students to keep them on tasks.
- Perform a variety of office assistance tasks such as photocopying, filing, making phone calls, etc. as required.
- Perform related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the practices, methods and techniques used in physical education teaching; ability to maintain confidential files and information and to compile reports; ability to deal effectively with students and teachers; skill in the use of physical education equipment; ability to operate standard office, word and data processing equipment; ability to establish and maintain effective working relationships with teachers, parents, students and associates.

## **EDUCATION AND EXPERIENCE**

- High School Diploma or GED required; some experience in working with children.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Assist Physical Education teacher with demonstrating knowledge and understanding of the concepts of health and physical education.
- Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
- Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.  
(A comparable amount of training and experience may be substituted for the minimum qualifications.)

## **PHYSICAL REQUIREMENTS**

Significant standing, walking, running, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling; ability to lift 25 lbs.  
(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.)

## **SPECIAL REQUIREMENTS**

*Possession of a valid driver's license*

*This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or PE teacher.*

## **WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works outdoors and may occasionally work indoors. The noise level is usually moderate to high.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.***

Board Approved: