

MILPITAS UNIFIED SCHOOL DISTRICT

TITLE: Paraprofessional - Physical Education (P.E.)	REPORTS TO: An Assigned Supervisor
DEPARTMENT: School Site	CLASSIFICATION: Classified
WORK YEAR: 9-1/2 Months	SALARY: RANGE 10*13 (*NCLB-Compliant)

BASIC FUNCTION:

Within the framework of the District's P.E. instructional objectives, assists in providing instruction to individuals or small groups of students at an assigned school site, prepare instructional materials and performs a variety of clerical duties as assigned. Extensive physical activity is a requirement of this classification.

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:

Assists in providing instruction of district-provided curriculum ~~and supervision~~ to the children in the elementary physical education program ~~based on teachers' planned lessons.~~ **E**

~~Directs the children in using the prescribed lesson plans.~~ **E**

~~Observes and controls behavior of students according to approved procedures; reports progress regarding student performance and behavior.~~ **E**

Assists in providing feedback regarding student progress in a wide variety of skills such as collecting performance data, reporting progress regarding student performance to the teacher, or assisting staff in administering/proctoring assessments. **E**

~~Controls behavior of students according to approved procedures; Reports progress regarding student performance and behavior~~ Assists in maintaining order according to approved procedures among the students in the classroom and on the school grounds; supervises students on the school grounds for physical education activities and other activities as assigned by the position; accompany students going from one location to another. **E**

Administer Physical Fitness Test in collaboration with teacher/administrator. **E**

Communicate regularly with teacher regarding information to be shared with parents, specialized academic instructor, principals and office staff as appropriate. **E**

Provide input concerning effort and citizenship grades for all PE students. **E**

Makes every reasonable effort to care for and protect school property and efficiently use school equipment. **E**
~~Assists in supervising students on the playground.~~ **E**

Works cooperatively with parents and school personnel. **E**

Performs a variety of duties such as organizing students' physical activities, setting up equipment, recording grades, taking role and maintaining records and files. **E**

Provides support to teacher by setting up work areas, distributing and collecting P.E. equipment and supplies. **E**

Assist with annual inventory of physical education equipment. **E**

Assures the health and safety of students by following health and safety rules; provides emotional and friendly support and general guidance. **E**

Participates in meetings and in-service training programs. **E**

Provide a proper role model for children; instruct, demonstrate and encourage physical education skills; acknowledge and praise positive behavior. **E**

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. E

~~Is punctual to classes and in services.~~

Performs related duties as required. E

DISTINGUISHING CHARACTERISTICS:

Most, if not all, positions in this class receive supervision and training from classroom District Adaptive PE Specialist and classroom teachers with assignments to teachers by the Principal or District. Certain district program assignments may have special in-service meetings. Individual assignments vary depending upon grade levels and teacher methods; AND the capabilities, emotional needs and general backgrounds of the children/students involved. The differences in these assignments are evaluated as being within the reasonable/normal range of this class responsibility. Physical activity is a required duty.

ENTRANCE QUALIFICATIONS:

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition, the individual must also meet the requirements of the No Child Left Behind Act of 2001, Section 1119(c) and (d), which requires that local education agencies (LEAs) receiving Title I funds ensure that Title I paraprofessionals whose duties include instructional support and who were hired after January 8, 2002, shall have:

High School Diploma or equivalent; and demonstrated experience working with children in an organized setting.
And one of the following:

- a. Completed two years of study (48 semester units) at an institution of higher education;
- b. Obtained an associate's (or higher) degree; or
- c. Met a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Completion of CPR and First Aid Training.

~~Completed two years of study (48 semester units) at an institution of higher education; or~~

~~Obtained an associate's (or higher) degree; or~~

~~Met a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics. (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).~~

***Bilingual requirement: Determined by District need. To qualify, employee must have written and oral proficiency in assigned language as measured by tests for bilingual assignment; the District determines bilingual requirements. If bilingual requirement is met, employee will receive an additional range increase.**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Physical education and skill development in the following areas: co-ed team sports, physical fitness and testing, age appropriate games and activities.

Correct usage of English, reading, grammar, composition and vocabulary.

Arithmetic, mathematics and related calculations.

Overseeing and managing students/children of elementary school age.

Methods used in motivating and ~~interesting~~ **engaging** students/children.

Methods for effective cooperation with teachers, staff and adults.

Care and handling of children.

Helpful methods for providing a proper learning environment.

Planning and working with a variety of instructional programs.

Principles of coordination and training.

Organizing students/children into working and learning groups.

Record-keeping techniques and filing.
General goals and purposes of public schools.

ABILITY TO:

Lead and assist in providing physical education instruction elementary age students.
Understand and follow oral and written directions.
Lead and assist with indoor quiet activities in classrooms or multi-purpose room on rainy days.
Assist in planning programs and activities.
Communicate effectively with students and where necessary, parents
Work successfully with elementary school children and handle discipline problems according to approved school and district policies.
Project a mature, constructive, stable and healthy attitude with children/students in a learning environment.
Have an interest in students/children.
~~Demonstrate good health.~~
Perform duties such as testing and maintaining routine records and equipment.
Learn the procedures, functions and limitations of assigned duties.
Operate instructional and physical education equipment.
Maintain cooperative working relationships with those contacted during the performance of required duties.
Maintain and organize physical education equipment and room.

WORKING CONDITIONS:

ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 may work indoors or outdoors, and occasionally in temperatures above or below 32 to 100 degrees. The noise level in the work environment is usually loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety and well-being of students. Must be able to meet multiple demands from several people.

PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee continuously is standing and walking and may frequently run. The individual may frequently bend or twist at the neck and trunk, squat, reach above the head or reach forward and repeat the same hand motion more than the average person. The employee may frequently drive while on the job to reach different building locations. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision.

LICENSE:

Possess and maintain a valid First Aid and CPR Certification required.
Possess and maintain a valid driver's license/[identification card](#).

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional related duties are performed by the individuals currently holding this position and additional duties may be assigned.