

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction related to programs involving physical education and recreational activities; assist in the preparation of instructional materials and provide routine clerical support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in reinforcing instruction related to programs involving physical education and recreational activities; assist students with physical education and specific instructional tasks in an individual or group setting.

Assist in the preparation and presentation of lesson plans for physical education; assist teacher with lesson plan related matters.

Assist teacher with organizing and directing sports, games, exercises and recreational activities; oversee students at play, exercising and in other physical activities.

Perform physical education activities and exercises with students and reward student participation as appropriate; perform demonstrations and 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; maintain outdoor environment in a safe, orderly and clean manner; clean, set up, and set out athletic equipment and other materials.

Assist assigned teacher with the implementation of lesson plans; administer and monitor students during physical fitness tests as directed; record grades and observations as appropriate.

Assist the teacher with instructing students concerning the importance of physical fitness and sportsmanship as directed.

Operate a variety of athletic equipment.

Administer first aid and CPR as needed.

Attend assigned meetings, conferences and in-services.

OTHER DUTIES:

Adopted by the Board on January 29, 2008

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Physical education and related activities.

Child guidance principles and practices.

Safe practices in physical education activities.

Basic sports, exercises and other physical activities of a school physical education program.

Basic instructional methods and techniques.

Physical activity procedures and appropriate student conduct.

Operation of athletic equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

First aid and CPR procedures.

ABILITY TO:

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.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Operate athletic equipment.

Observe health and safety regulations.

Perform clerical duties related to physical education activities.

Maintain records.

Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Special Qualifications upon hire for positions at a school site pursuant to the “No Child Left Behind Act of 2001”:

- Complete at least two (2) years of study at an institution of higher education (college level) or forty-eight (48) semester units, including a math and an English class;

OR

- Obtained an associate’s (or higher) degree;

OR

- Pass an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics **OR** reading, writing and mathematics readiness.

One year of paid or volunteer experience working with school-age children in a recreation or coaching environment desired.

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate athletic equipment.

Sitting or 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.

Physical ability and stamina.