

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION

DEFINITION:

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a physical education classroom or outdoor environment; assist in the preparation of instructional materials and implementation of lesson plans; perform routine clerical and supportive tasks for instructional personnel; set-up equipment for physical education classes and sports activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist a certificated teacher in reinforcing physical education instruction to individual or small groups of students in a physical education classroom or outdoor environment; assist students in developing physical skills, abilities, leadership, and teamwork; assist in the preparation of instructional materials and implementation of lesson plans.
- Lead, monitor and oversee student drills, warm-up stretches, games, exercises and a variety of physical education activities; coordinate teams and activities for physical education classes.
- Perform a variety of clerical duties in support of physical education activities such as preparing, duplicating and filing instructional materials; input data into an assigned software program.
- Set-up equipment for physical education classes, games and sports activities; assemble, move, distribute, collect and store physical education equipment, materials and related supplies.
- Assist students in completing physical education assignments, skill development, exercises and drills; ensure student understanding of assignments, rules and procedures; administer fitness testing.
- Observe and control behavior of students on the playground and outdoor learning environments according to approved procedures; report progress regarding student performance and behavior.
- Ensure the health and safety of students by following established practices and procedures; clean, maintain and ensure athletic equipment is in working condition.
- Maintain discipline in the absence of a teacher.
- Respond to emergency situations and resolve immediate safety concerns and direct to appropriate personnel for resolution.
- Modify and adjust physical education curriculum to adapt to students with special learning needs under the direction of the teacher.
- Assist in the planning and coordination of the District Physical Education special events, games and activities.
- Operate and maintain a variety of office equipment including a computer and assigned software; operate a variety of athletic equipment.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and some experience working with children in an educational or organized learning environment. Some college-level course work in the area of physical education, child development and recreation is desirable.

Licenses and other Requirements:

- Safety Certification, First Aid, CPR may be required.
- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Basic Physical Education instructional methods and techniques.

- Safe practices in classroom and physical education activities.
- Applicable rules for a variety of sports and games.
- Basic concepts of child growth and development and developmental behavior characteristics.
- Age appropriate athletic activities.
- Student behavior management strategies and techniques.
- Correct English grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of standard office, classroom and physical education equipment.
- Routine record keeping techniques.
- Operation of a computer and assigned software.

Ability to:

- Assist with instruction and related activities in a classroom or outdoor learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Assist with physical education activities as assigned.
- 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 control student behavior according to approved policies and procedures.
- Operate standard office and physical education equipment.
- Observe health and safety regulations.
- Work independently with little direction.
- Perform routine clerical work.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Physical Education environment.

Physical Demands: 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.

- 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.
- Lifting, pushing or pulling moderately heavy objects.
- Walking.
- Physical ability and stamina.

Hazards:

- Seasonal heat and cold or adverse weather conditions.
- Regularly exposed to fumes, airborne particles, grasses and seasonal exposure to pollens.
- Contact with blood, other body fluids and communicable diseases.

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.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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