



Inst Asst 4 / Content Elem PE

Purpose Statement

The job of Inst Asst 4 / Content Elem PE is done for the purpose/s of providing support to the instructional process by serving as a PE instructor with specific responsibility for developing students' physical skills and abilities; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students/Æ parents or guardians regarding instructional program and student progress.

This job reports to Principal

Essential Functions

- Administers subject specific assessment and test (e.g. Presidential Challenge, Gold Medal Mile, etc.) for the purpose of assessing the level of students' competencies.
- Advises teachers of student progress for the purpose of communicating expectations; student's achievements; and developing methods for student improvement.
- Assembles sport and athletic equipment (e.g. volleyball, soccer, cones, jump ropes, etc.) for the purpose of providing physical plans for instruction.
- Attends meetings and/or workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Collaborates with instructional staff, other school personnel for the purpose of improving the physical fitness program for students.
- Instructs students for the purpose of developing their physical skills, abilities, leadership, and teamwork.
- Inventories and stocks PE equipment for the purpose of ensuring the availability of equipment for P.E. instruction.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Performs informal assessments on students' progress towards objectives, expectations, and/or goals for the purpose of providing feedback to teachers and students.
- Prepares written materials (e.g. certificates, anecdotal records, etc.) for the purpose of documenting student progress.
- Supports and communicates with classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: instructional techniques; guiding others; monitoring

activities; PE skills; and planning.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors; curriculum and instructional methods; and safety practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 25% walking, and 75% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Has completed 48 units of college-level coursework meeting current requirements OR Associates Degree or Passing score on Praxis Para-pro exam

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 4