

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**Job Description**

**CLASSIFICATION: Classified Employee**

**TITLE: Paraprofessional: Physical Education Assistant I & II**

**SALARY LEVEL: Range 8, Stipend PE Assistant I (\$300/mth, 10 mth) and PE Assistant II (\$400/mth, 10 mth)**

**WORK YEAR: 183 Days (10 Months)**

**JOB DEFINITION**

The Paraprofessional, Physical Education Assistant works in collaboration with the teachers to assist in the physical education of students.

**ESSENTIAL DUTIES**

- Oversees and supervises students during PE class and recess activities.
- Orders, maintains, and develops a variety of instructional equipment and supplies for use in physical education classes.
- Analyzes, demonstrates, and explains basic skills, knowledge, and strategies in formal sports, games, rhythm, and fundamentals of body movement, including a balance of games, dance, and educational gymnastics, resulting in enhanced skills.
- Focuses the program on the goals of physical activity, cardio-vascular and physical fitness and wellness, movement skills and knowledge, social development and interaction, self-image, self-realization, self-confidence and individual excellence.
- Sets up PE equipment necessary for daily activities and event; assures appropriate equipment is used in a safe manner. Maintains surveillance over school-owned physical education equipment to prevent loss or abuse; makes minor adjustments and requests repairs for equipment as required.
- Provides instructional support by explaining and reinforcing game rules; modifies rules as appropriate to ensure participation and safety is maintained.
- Establishes and maintains standards of pupil behavior needed to achieve an atmosphere conducive to learning and an orderly environment.
- Assists classroom teachers in evaluation of pupils' growth and performance for progress reports and report cards.
- Conducts Physical Fitness testing as required by State requirements.
- Participates in appropriate staff development.
- provide students with immediate performance feedback on their tasks
- respond appropriately to immediate safety concerns
- solve routine problems involving students
- provide behavioral support in accordance with school wide guidelines including direction, prompting, verbal and non-verbal cues, and other interventions to assist students in maintaining appropriate behavior in the school environment
- perform light clerical activities
- participate in the supervision of students outside the classroom as required; yard, library, common areas, small group spaces, bus, excursions
- maintain confidentiality
- participate in professional development
- perform other related duties as assigned

**ADDITIONAL DUTIES MAY INCLUDE**

- monitor independent study and supplementary work for students
- collaborate with teachers relating to the I.E.P. objectives and/or modifications, and participate in lessons and classroom activities as related to the students
- manage students, particularly students with I.E.P.s or who are English language learners
- assist teacher with observing, recording and charting behavior
- assist teacher with crisis, problem and behavior management
- implement containment strategies to prevent injury to student or others
- maintain appropriate records for teachers
- assist students with physical needs, including but not limited to: assisting with orthopedic limitations, toileting, eating and ensuring they receive medication as directed by their physician

- work with audio/visual equipment, computers and assistive technology particularly as related to the I.E.P. accommodations and modifications
- administers alternative assessments as appropriate

## **QUALIFICATIONS**

### **MINIMUM REQUIREMENTS**

#### **Knowledge of:**

- General concepts of child growth and development and child behavior characteristics.
- Techniques used in controlling and motivating students.
- Routine purposes and goals of public education.
- Specific subject area content as required in job assignments
- Some paid or volunteer experience working with children in an educational or child care setting or any combination of training and experience that could likely provide the desired knowledge and abilities.

### **REQUIRED**

#### **Ability to**

- Assume responsibility for supervision students
- adapt and learn classroom routines
- exercise sound judgment and respond calmly and effectively to students
- be trained and work at varied tasks and to assist as appropriate
- operate relevant technology
- meet the physical demands of the job, as appropriate
- collaborate for a positive impact on achievement and outcomes for students
- work independently and in collaborative teams
- assist students with assignments
- follow general classroom procedures
- understand the needs of students
- work collaboratively to identify common goals, procedures, and responses in delivering educational programs
- meet the physical demands of the position, including the ability to lift up to 50lbs without assistance and, if working with a student with an orthopedic impairment, to lift and move up to 75lbs. with assistance
- understand and communicate lessons
- exercise classroom management skills
- ability to carry out basic mathematical operations, including fractions, ratios, percentages and elementary algebra
- model the use of appropriate grammar, vocabulary, spelling and punctuation
- understand and carry out oral and written instruction in English
- establish and maintain cooperative relationships in a positive manner with students, staff and parents
- follow direction
- problem solve independently
- work in a diverse learning community
- know and implement district wide rules and procedures
- carry out essential duties in such a manner as to ensure personal safety and the safety of those in the immediate vicinity
- adhere to guidelines of mandatory reporting for suspected cases of child or substance abuse
- communicate fluently in a second language (depending on assignment)\*
- perform duties efficiently

**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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK 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 regularly works in outside weather conditions and is regularly exposed to airborne particles, grasses and seasonal exposure to pollens.

**Licenses and Certifications**

- criminal justice fingerprint/background clearance
- TB clearance
- pre-employment medical examination

**Education**

- a minimum of high school diploma or recognized equivalent, and two years of college (48 units), or A.A. degree (or higher), or pass a local assessment of knowledge and skills in assisting in instruction

**DESIRED**

- Bachelor's degree or higher education

**SUPERVISOR**

Site Administrator or designee.

Final: 9.15.2015

CSEA approved: \_\_\_\_\_

SMCSD Board approved: \_\_\_\_\_