

**Job Title:      PHYSICAL EDUCATION PARA EDUCATOR**

**Definition:**

Under the immediate direction of certificated personnel in the Physical Education Department and supervision of the Principal or designee, assist in the supervision of groups and/or individual student in the area of the locker room, gymnasium, the classroom, athletic fields, and other designated physical education assigned areas and in physical education programs.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assist in the safety and security of students in the areas of the physical education department.
2. Assist the teacher in instruction and activities.
3. May assist with correcting student work, papers, and tests.
4. Introduce and conduct activities for individuals or groups as directed in physical education programs.
5. Supervises individuals or groups as directed.
6. Prepare equipment and learning materials for class use and setup of designated areas for physical education activities/instruction.
7. Enforcement of school rules.
8. Observe students; answer questions; give individual instruction; counsel and calm students as needed.
9. Perform routine record keeping activities which may include taking attendance.
10. Collect, assemble, and distribute supplies, equipment and other resource materials.
11. Administer physical fitness exams; record grades and other student data.
12. Consult with teachers regarding changes to programs; assess programs and materials to meet the needs of the students.
13. Assist with physical education uniform inventory, ordering, and sales.
14. Assist with maintenance of all designated physical education assigned areas.
15. Assist with maintaining the use of locks and lockers.
16. Perform other related duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- School rules and regulations is desirable
- Appropriate student behavior
- Physical education activities, games, skills, and sports
- Techniques to control and motivate students
- English usage, spelling, grammar & punctuation
- General purposes and goals of physical education

**Skill and Ability to:**

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- Relate effectively with middle school students
- Follow the directions of the physical education teacher
- Physically participate in physical education activities
- Exercise good judgment
- Establish and maintain cooperative working relations with staff and parents
- Read, write, and understand the English language
- Communicate clearly and concisely, both orally and in writing
- Learn to operate equipment used as educational aids
- Use modern office machines and equipment

**Training and Experience**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and six months experience in working with children in a structured environment. College level classes in child behavior, child growth and development, education, or child psychology is preferred. Possess and maintain CPR and First Aid certification during the course of employment.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print, and allows accurate observation from a distance
- Require the mobility to stand, run, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is in an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to take and pass a physical examination.

Range: 18

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**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting	X		
Standing			X
Walking			X
Bending (neck)	X		
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping		X	
Crawling	X		
Twisting (back/neck)			X
Climbing	X		
Pushing/Pulling	X		
Walking on uneven ground	X		

		<b>Lifting</b>			<b>Carrying</b>	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X			X	
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve		X	
Make Decisions		X	
Supervise			X
Interpret Data	X		
Organize	X		
Write	X		
Plan	X		
Multi-Task		X	

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer	X		
FAX Machine	X		
Radio		X	