

Job Title: AIDE, PHYSICAL EDUCATION
Reports to: Principal and Teacher(s) Assigned
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: February 18, 2019

Primary Purpose

The job of Physical Education Aide was established for the purpose(s) of working with individual and/or groups of students under the supervision of a certificated teacher in the supervision and instruction of student during their physical education class time; and providing clerical support to teacher(s) and staff.

QUALIFICATIONS

Education/Certification

A minimum of 60 college hours

Special Knowledge/Skills

Ability to perform basic computer operations
Ability to operate basic office and educational equipment
Good oral and written communication skills
Good organizational skills

Experience

Some experience working with children

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Adapt sporting activities for the purpose of providing a method to support and/or reinforce game participation.
2. Assist students, individually or in groups, with physical education class (e.g. game rules, soccer, football, softball, etc.) for the purpose of presenting and/or reinforcing teaming concepts.
3. Implement physical education programs (e.g. demonstrates physical activities answers questions, presents activities, etc.) for the purpose of assisting the teacher in improving students' skills success through a defined course of study.
4. Inventory teacher materials and equipment for the purpose of tracking and maintaining inventory.
5. Maintain physical education equipment (e.g. adapting sporting materials, assembling, inventory, setting up/taking down game equipment, taking attendance, balls, etc.) for the purpose of ensuring availability of items and/or providing reliable information to assist students during their physical education class.
6. Monitor individual and/or groups of students in a variety of settings for the purpose of enforcing school rules regarding student behavior and participation, and/or providing a safe and positive learning environment.
7. Perform record keeping and clerical functions (e.g. copying, taking attendance, phone calls, etc.) for the purpose of supporting the teacher and/or providing necessary records/materials.
8. Promote good habits and sportsman like conduct for the purpose of improving the quality of students outcome and encouraging student development.
9. Uphold and enforce school rules, administrative regulations, and state and local board policy.
10. Assist the teacher in preparing instructional materials and classroom displays.

11. Assist with the administration and scoring of objective testing instruments or work assignments.
12. Keep the teacher informed of any special needs or problems of individual students.
13. Assist in maintaining a neat and orderly classroom gym.
14. Assist in inventory, care and maintenance of equipment.
15. Assist the teacher in keeping administrative records and preparing required reports.
16. Participate in staff development training programs, faculty meetings, and special events, as needed.
17. Provide orientation and assistance to substitute teachers.
18. Participate in daily and long range lesson and classroom activity planning with teacher.
19. Assist with pre and post-test students as needed for placement and measurement of yearly student gain.
20. Assist in upholding and enforcing school rules and administrative regulation and state and local board policy.
21. Assist teachers in parent/teacher conferences.
22. Help supervise students throughout school day, inside and outside classroom. This may include lunchroom, bus and playground duty; as the master schedule permits.

Other

23. Perform other duties assigned by supervisor.
24. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Copier, personal computer, typewriter, calculator, and audiovisual equipment.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____