
PARA-PROFESSIONAL AIDE TO ELEMENTARY PHYSICAL EDUCATION

JOB DESCRIPTION:

Under the direction of a supervisor, issues and maintains athletic and physical education equipment; assist in monitoring student activities in an assigned athletic facility; maintain inventory and other routine records.

QUALIFICATIONS:**Education:**

- High School Diploma or Equivalent.
- Associates of Arts Degree or 48 college units or NCLB certification.

Experience:

- Successful experience working with students in a physical education setting.

Ability:

- Assist in monitoring student activities in an assigned athletic facility.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, and staff.
- Issue and maintain athletic and physical education equipment.
- Learn, apply and explain applicable district policies, rules and regulations.
- Maintain inventory and other routine records.
- Maintain consistent, punctual and regular attendance.

Knowledge:

- Health and safety regulations.
- Materials and equipment used in team and individual sports.
- Proper methods of fitting various athletic uniforms and equipment to provide adequate protection.

TYPICAL DUTIES:

1. Assist teachers and coaches in the physical set up for PE classes and athletic events.
2. Control student activities and behaviors as necessary and according to established guidelines and procedures to assure health and safety of students.
3. Fit uniforms and equipment properly to assure adequate protection for athletes.
4. Issue uniforms, equipment and supplies for use.
5. Maintain athletic and physical education equipment, supplies and uniforms in good repair and in a sanitary condition.

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6. Lift and carry equipment.
7. Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

- Work outside exposed to the weather
- Work in temperatures between 35 - 44 degrees
- Work in temperatures between 100 - 104 degrees
- Work on surfaces that are slippery and wet
- Work on surfaces that are uneven or on an incline
- Exposed to direct sunlight
- Exposed to insect/spider bites and stings
- Tasks performed involve leaning, bending forward, kneeling or squatting
- Tasks performed with hands above the shoulders
- Tasks performed with hands behind or to the sides of the body
- Be able to assist injured students

IMMEDIATE SUPERVISOR: Elementary P.E. Teacher and Director of Student Services

ASSIGNMENT: 6 hours per day as determined by the Director of Student Services.

CALENDAR: 180 days per student calendar as determined by Board of Trustees

SALARY: CFTA Salary Schedule: Range 25