

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:           **INSTRUCTIONAL ASSISTANT-PE**  
Job Family:               Instructional Support  
Reports to:                Principal  
Salary Level:             Range 22  
Calendar:                 Classified School Year

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**DEFINITION:**

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a physical education classroom or outdoor environment; assist in the preparation of instructional materials and implementation of lesson plans; perform routine clerical and supportive tasks for instructional personnel; clean, maintain and set-up equipment for physical education classes and sports activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist a certificated teacher in reinforcing physical education instruction to individual or small groups of students in a physical education classroom or outdoor environment; assist in the preparation of instructional materials and implementation of lesson plans.
- Lead, monitor and oversee student drills, warm-up stretches, practices and exercises; coordinate teams and activities for physical education classes; organize sports activities during lunch and recess.
- Perform a variety of clerical duties in support of physical education activities such as preparing, duplicating and filing instructional materials; type and input data into an assigned computer system; maintain student records and files including student attendance records, grades and related information.
- Provide support to the teacher by setting up equipment for physical education classes, sports activities; assist in set-up, distributing, collecting and storing physical education and sports equipment.
- Assist students in completing physical education assignments, exercises and drills; assure student understanding of assignments, rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Assist in grading assignments; prepare reports and documentation as required.
- Observe and control behavior of students on the playground, in the gym and outdoor learning environments according to approved procedures; report progress regarding student performance and behavior.
- Assist in shaping student's behavior through positive reinforcement and other strategies.
- Operate and maintain a variety of classroom, office and physical education equipment including athletic equipment, printer, a computer and assigned software as assigned.
- Assure the health and safety of students by following established practices and procedures; clean, maintain and assure physical education equipment is in working condition.
- Maintain discipline in the absence of a teacher.
- Administer fitness testing as directed.
- Oversee the activities of students in the locker room; monitor student behavior and ensure compliance with established rules and guidelines; refer misbehaving students to appropriate personnel; control student behavior as necessary; ensure locker room is clear of students during class time; sign students in and out of class.
- Maintain routine records related to student lockers, loaner clothing, athletic equipment and assigned activities; distribute and collect athletic equipment

- Monitor inventory levels of physical education and locker room supplies, materials and equipment; assist in ordering and receiving supplies, materials and equipment as directed.
- Assist in the planning and coordination of the District Physical Education special events and activities.
- Operate a variety of office equipment including a copier, computer and assigned software.

Other Duties:

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: graduation from high school and some experience working with children in an educational or organized learning environment.

Knowledge of:

- Basic Physical Education instructional methods and techniques.
- Safe practices in classroom and physical education activities.
- Child guidance principles and practices.
- Basic sports, exercises and other physical activities of a school physical education program.
- Basic instructional methods and techniques.
- Physical activity procedures and appropriate student conduct.
- Operation of athletic equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist a certificated teacher in reinforcing instruction related to programs involving physical education and recreational activities in a classroom or outdoor learning environment.
- Oversee the activities of students in the locker room.
- Assist in the preparation of instructional materials.
- Perform physical education activities and exercises with students.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Demonstrate an understanding, patient, warm, and receptive attitude toward children.
- Observe health and safety regulations.
- Perform clerical duties and maintain records related to physical education activities.
- Maintain and operate athletic equipment and supplies in support of the physical education program at an assigned school site.

**DESIRED QUALIFICATIONS:**

- Some college level course work or work experience in the area of physical education, child development, and recreation is preferred valid First Aid and CPR Certificate.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Outdoor/Classroom or Locker Room environment.

Physical Demands:

- Dexterity of hands and fingers to operate athletic equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.

- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, pushing or pulling moderately heavy objects.
- Walking.
- Physical ability and stamina.

Hazards include:

- Seasonal heat and cold or adverse weather conditions.
- Regularly exposed to fumes, airborne particles, grasses and seasonal exposure to pollens.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

**Board Approved:** May 24, 2018