

## OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT I – PHYSICAL EDUCATION

*This is a part time hourly position, school year of 180 days - 3.75 hours per day*

*SALARY: Range 7.5 on the Classified Hourly (CL) salary schedule*

### DEFINITION

Under general supervision, assist instructional personnel in the performance of a variety of specialized physical education and physical fitness instructional activities; perform instructional support and follow-up activities; and do other related work as required.

### ESSENTIAL DUTIES

Assist instructional personnel in the implementation of physical education instructional activities following a prescribed plan developed in cooperation with instructional personnel.

- Assist in evaluating and determining the skill and fitness levels of pupils in physical education groups
- Instruct individual and small groups of children in individual, dual and team physical activities to reinforce and follow up instructional and skill development activities
- Administer physical fitness and skill test, and other evaluative activities
- Assist in the maintenance and follow-up of behavior management and behavior shaping plans
- Assist in the set-up and arrangement of equipment for game and physical education instructional activities
- Participate in the planning, organization and implementation of self-directed game activities, including softball, soccer, volleyball, basketball, football and other games common to the physical education curriculum
- Assist in the inspection and review of game activity areas and equipment to ensure that the physical education functions and activities are conducted in a safe and non-hazardous environment
- Assist in the conduct of health, personal hygiene, and grooming and self-help skill development
- Assist in the implementation and conduct of adaptive physical education activities
- Requisition, store, distribute and maintain an appropriate inventory of physical education instructional supplies and equipment
- Establish and maintain a variety of records concerning physical education instructional progress
- Administer routine first aid and seek assistance for serious illness or injury situations

### QUALIFICATIONS

#### Knowledge of:

- Basic concepts of child growth and development and child behavior characteristics
- Behavior management strategies and techniques typically utilized with school-aged children
- Appropriate English usage, punctuation, spelling and grammar
- Routine record management, storage and retrieval procedures
- Instructional strategies pertaining to physical education and physical fitness instruction

#### Ability to:

- Demonstrate an empathetic, patient and understanding attitude with elementary level students
- Interpret, understand and follow up student special physical education plans
- Communicate satisfactorily in oral and written form
- Prepare clear and concise reports
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with children and adults

## **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will exert 50 to 75 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- Must have an adequate range of motion in the upper extremities
- Involves running, walking or standing for extended periods
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information
- Manual dexterity to effectively use physical education related equipment
- Handle and work with various materials and objects

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

## **EXPERIENCE AND EDUCATION**

- AA degree or 48 college units in any subject area
- Any combination of training and experience, which will demonstrate the knowledge and abilities listed above

### **Certificate Requirement**

Possession of a first aid certificate issued by the American Red Cross, including CPR training.

**OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**