CLASS TITLE: PARAEDUCATOR–ELEMENTARY PHYSICAL EDUCATION

BASIC FUNCTION:

Under the direction of the Principal, assist a classroom teacher in reinforcing instruction related to programs involving physical education and recreational activities; assist in the preparation of instructional materials and provide routine clerical support.

ESSENTIAL FUNCTIONS:

Assist a certificated teacher in reinforcing instruction related to programs related to physical education and recreational activities; assist students with physical education and specific instructional tasks in an individual or group setting.

Assist in the preparation of lesson plans for physical education; present materials and lessons to students; assist teacher with lesson plan related matters.

Assist teacher with organizing and directing games and recreational activities in the classroom and on the playground.

Perform physical education activities with students and reward student participation as appropriate; perform demonstrations and assure student understanding of physical activities.

Oversee students in a classroom or at play.

Perform a variety of clerical duties such as typing, filing and duplicating materials; prepare requests related to equipment needs.

Prepare and maintain a variety of records and reports related to program activities, schedules, grades, student names, test scores and bulletins.

Operate standard office and classroom equipment, including a computer and copier.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Physical education and related activities.
Child guidance principles and practices.
Safe practices in classroom and playground activities.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Classroom procedures and appropriate student conduct.
Operation of standard office and classroom equipment, including a computer.

ABILITY TO:
Assist with planning and performing instructional programs related to physical education and recreational activities.
Perform a variety of clerical and record-keeping duties.
Prepare lesson plans.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Maintain routine records and files.
Operate standard office and classroom equipment including a computer.
Observe health and safety regulations.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate standard office and classroom equipment.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch to assist students.
See to read a variety of materials and monitor student activities.
Hear and speak to exchange information.
Reach overhead, above the shoulders and horizontally.

EDUCATION AND EXPERIENCE REQUIRED:
Any combination equivalent to: graduation from high school and some experience in a recreation or coaching environment.

LICENSES AND OTHER REQUIREMENTS:
NCLB Paraeducator requirement can be met by completion of ONE of the following:

- EGUSD No Child Left Behind Paraeducator Certificate
- California Basic Educational Skills Test (CBEST)
- Completion of two years college (48 semester units) or A.A. degree (or higher)

WORKING CONDITIONS:

ENVIRONMENT:
Classroom and playground environment.

HAZARDS:
Abusive and potentially harmful outbursts from students.