



Manhattan Beach
Unified School District

Instructional Assistant – Physical Education

Department/Division:	Instructional Support & Related Classes
Reports To:	Assigned Administrator/Assigned Teachers
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	August 14, 2004
Date Approved by Personnel Commission:	December 2, 2014
Date Adopted by Board:	January 21, 2015
Salary Range:	Range 11

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of assigned administrator and general direction of certificated teacher(s) at the elementary and secondary schools, provides instructional support and assistance to teachers and students in physical education and recreational activities and instruction; performs routine clerical duties; assists in the preparation of instructional materials; and performs other related work as required. Work direction, oversight and guidance are received from the certificated teacher and the site administrator. General direction, supervision, and evaluation are provided by the site administrator.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant—Physical Education is distinguished by the assignment of duties in the area of working with students in the Physical Education program. Incumbents assist teachers in an assigned physical education program; work with students individually and in groups in accordance with instructions; assist in preparing, distributing, storing, and accounting for all equipment; maintain and respect requirements of student confidentiality.

DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides instructional support and assistance to teachers and students assigned to a designated physical education program; assists individual or small groups of students with physical education and specific instructional tasks; reinforces instruction as directed by the teacher.
- Assists in the preparation, presentation and implementation of lesson plans for physical education; assists teacher with lesson plan related matters.

Instructional Assistant—Physical Education

- Assists teacher with organizing and directing sports, games, exercises and recreational activities; oversees students at play, exercising and in other physical activities.
- Performs physical education activities and exercises with students; performs demonstrations and ensures student understanding of sports, games, exercise and other physical activities.
- Ensures student understanding of rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Reinforces instruction to students with non-severe disabilities, including language, communication and behavioral problems; confers with teachers concerning programs and materials to meet the individual needs of special education students.
- Observes and controls behavior of students according to established policies and procedures; monitors and interacts/facilitates with students during physical education and recreational activities, group and other activities as assigned; monitors and reports progress regarding student performance and behavior.
- Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner; cleans, sets up, and sets out athletic equipment and other materials; communicates issues regarding students to the appropriate authority; responds to emergency situations for unique student problems.
- Performs a variety of clerical duties in support of physical education activities such as preparing, typing, duplicating and filing instructional materials; documenting student progress by correcting assignments, collecting data and recording and charting functional curriculum-based measurements.
- Operates a variety of athletic and office equipment such as, but not limited to copiers, overhead projectors, paper cutters, laminators, computers and assigned software, IPADS, preferred.
- Confers, as needed, with teachers concerning student needs; alerts teacher to any special problems or information concerning students.
- Maintains the confidentiality of student records and information according to established guidelines.
- Attends assigned meetings, trainings, conferences and staff development.
- Administers first aid and CPR upon completion of certification.
- Perform related work as assigned.

QUALIFICATIONS

Knowledge of:

- Basic knowledge of the principles and practices of age appropriate student development and guidance applicable for an educational setting, including those relating to special education dealing with physical, and/or learning challenges
- Physical education procedures, equipment, and related activities
- Safe practices in physical education activities
- Basic sports, exercises and other physical activities of a school physical education program
- Basic positive behavior intervention techniques; appropriate student conduct
- Operation of athletic equipment
- Basic knowledge of teaching and instruction and behavior modification techniques and strategies
- Basic clerical and record keeping processes
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills in English
- Basic knowledge of computers, technology, multimedia, software applications, and physical education equipment to support learning, record information, and send communications.
- Safe practices in classroom and outdoor activities
- First aid and CPR procedures
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Requires the ability to perform all essential duties of the position with general supervision at an assigned school site
- Assist a certificated teacher with implementation of instructional goals and recreational activities for physical education, including addressing the needs of Special Education students
- Assist in the preparation of instructional materials
- Perform physical education activities and exercises with students
- Assist students with developing independence and self- help skills
- Monitor, observe and report student behavior and progress according to approved policies and procedures
- Operate athletic equipment
- Basic math skills
- Assist in the supervision of students in the classroom and outdoors
- Recognize and effectively assist in responding to emergency and/or hazardous conditions
- Follow safety procedures
- Respect the confidential nature of student records and reports; refrain from discussing student's problems outside of the classroom.
- Establish positive communication with students and maintain patience and tact in working with all students
- Perform routine clerical work related to physical education activities, including typing, filing and duplicating materials; maintain accurate records
- Understand and carry out oral and written instructions
- Read, write, and communicate in English.
- Operate standard office and classroom equipment, including a computer and assigned software, and iPads, preferred
- Establish and maintain cooperative and effective working relationships with others

EDUCATION, TRAINING, AND EXPERIENCE

*Special Qualifications upon hire for positions at a school site pursuant to the Elementary and Secondary Education Act (ESEA)/ No Child Left Behind Act of 2001 (NCLB).

Educational attainment equivalent to a high school diploma or its recognized equivalent.

Complete at least two (2) years of study at an institution of higher education (college level) or forty-eight (48) semester units or sixty (60) quarter units, including a math and an English class;

OR

Obtained an associate's degree or higher degree;

OR

Meet a rigorous standard of quality and demonstrated, through an assessment, the knowledge and ability to assist in instruction (reading, writing and mathematics).

Six (6) months of paid or volunteer experience working with students in an educational setting or working with school-aged children in a recreation or coaching environment, or any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

*** The Education, Training, and Experience requirements apply to all new employees hired on/after July 1, 2014.**

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

May require possession of a valid California C Driver's license and proof of insurance (some positions)

Attend blood-borne pathogen training

Incumbent must successfully obtain a valid first aid/CPR certification issued by an authorized agency within five (5) months of employment. The District will provide the certification program required to obtain the initial certification. The incumbent will be required to subsequently maintain the valid first aid/CPR certification by an authorized agency.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, as much as 50 pounds or more, and up to 75 pounds or more on an occasional basis. The employee is regularly required to stand or sit for extended periods of time, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, crawl, crouch, make repetitive motions, climb up and down steps, stairs and ramps, step over objects. The employee is regularly required to run quickly for brief spurts and participate in rigorous exercise. The employee is regularly required to hear and speak to exchange information in a proficient manner.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including students and parents.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor environment and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are subject to exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens; working around and with equipment having moving parts; performing physical labor; subject to constant interruptions. The noise level is usually loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.