

ROCKLIN UNIFIED SCHOOL DISTRICT

Job Description



JOB TITLE: Instructional Aide I – Elementary PE

SUMMARY:

To assist a certificated teacher(s) in reinforcing instruction related to programs involving physical education and recreational activities; assist in the preparation of instructional materials and provide routine clerical support.

SUPERVISOR: School Site Administrator and Assigned Teacher

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists certificated teacher(s) in reinforcing instruction related to programs of 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(s) with lesson plan related matters.
- Assists teacher(s) in instructing individuals and/or small groups of students in various learning situations including basic academic subject areas; tutors students as assigned
- Assists certificated teacher(s) in implementing curriculum for assigned area(s) of instruction
- Assist teacher(s) 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.
- Escorts students to and from classroom, library, playground, cafeteria, and other school areas including crossing and supervision of students before and after school.
- Monitors and supervises students during lunch, recess, field trips, before and after school, etc., as assigned
- 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 required

EMPLOYMENT STANDARDS:

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
- Basic first aid

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 and tactfully both orally and in writing
- Maintain routine records and files
- Operate standard office and classroom equipment including a computer
- Observe health and safety records
- Maintain consistent, punctual and regular attendance
- Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties

EDUCATION:

In addition to a high school diploma or GED, must have:

- Completed two years of college;
- Earned an associate's degree; or
- Some experience and/or education in a recreation or coaching environment.

PHYSICAL REQUIREMENTS:

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

MEDICAL CATEGORY II:

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and

endurance associated with moderate physical effort.

3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**

Adopted: February 16, 2011