

INSTRUCTIONAL ASSISTANT - ADAPTED PHYSICAL EDUCATION

DEFINITION:

Under daily direction of an Adapted PE Specialist and general supervision of the Principal or designee, assists in planning, scheduling and implementing a program of adapted physical education to implement the requirements of individual education plans established for, identified special education students; typically works with small groups of students, may, on occasion, work with an individual student; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

Incumbents perform paraprofessional activities reflecting their special knowledge and training in physical education. They are expected to assume responsibility for implementing a developmentally appropriate program of physical skills and/or education with considerable independence, receiving technical direction and supervision from certificated staff. Incumbents in these positions are expected to regularly work at more than one school and may have to travel from one school to another during the day.

EXAMPLES OF DUTIES:

Works with, monitors, assists, tutors assigned students in a variety of physical activities on an individual and/or group basis, modifying a sport or activity as appropriate to the individual student=s needs; *E*

Demonstrates or models skills and/or activities and, as appropriate, assists students to learn the physical motor skills required; *E*

Be aware of and implement student specific behavior plans; *E*

Consults with certificated staff regarding student progress and behavior, and receives prior approval for modification of student programs from certificated staff; *E*

Assists the instructor in administering and scoring tests for initial placement or triennial review, records progress; *E*

Maintains appropriate student discipline within the learning environment; *E*

Maintains and keeps equipment clean and safe; *E*

Prepares instructional, reinforcement and motivational learning materials; *E*

Prepares written communications for students and parents;

Establishes and maintains a variety of records;

May order equipment and supplies;

May operate a variety of office equipment;

E denotes an essential function of the job.

SUPERVISION:

General supervision is received from the school Principal or designee. Daily direction is provided by a certificated Adapted PE Specialist.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

General needs and behaviors of children including severely disabled, special education and/or physically disabled children;
Physical and psychomotor development;
Behavior intervention/modification techniques;
Proper stretching and warm-up techniques;
Various exercises, activities intended to develop coordination and muscle strengthening;
Basic learning theory related to physical activities;
Rules of play for a variety of sports;
Correct English usage, including grammar, spelling and punctuation;
Simple record keeping, basic mathematics;
Modern office equipment and procedures.

Ability to:

Observe and critique physical movements;
Perform, explain and model physical skills and techniques;
Modify sports or activities as appropriate to individual student needs.
Analyze situations accurately, make appropriate judgments, take proper action as necessary;
Work independently; provide instructional assistance and technical advice to students;
Assess student progress and achievement;
Generate enthusiasm for learning;
Rapidly learn and apply relevant procedures and practices;
Operate a variety of modern office equipment;
Perform simple mathematical computations;
Understand and carry out instructions;
Establish and maintain effective work relationships and work successfully with students;
React appropriately in emergency medical situations.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and passing the Instructional Assistant Competency Examination is required. Some training or post-secondary course work in Physical Education or Child Development is desirable. Previous paid or volunteer experience in working with Pre-school and/or school age children is desirable.

LICENSES REQUIRED

These positions are required to possess a valid and appropriate California Driver's License.

Within six months of employment the employee is required to possess and maintain valid CPR and First Aid certification.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The job requires predominately standing, walking, bending, stooping and kneeling; physical agility and balance sufficient to move about and model physical techniques on both hard, soft and uneven surfaces; repetitively uses fingers, twists and exerts pressure with wrists and hands; uses both hands and arms simultaneously, and reaches over head; does frequent physical work, lifting, carrying, pushing, and pulling objects weighing up to 100 pounds; requires rapid mental and muscular coordination; visual acuity sufficient to see and observe student activities and behavior on the playing field; speech and vocal capacity sufficient to be heard by students in a noisy outdoor environment; hearing sufficient to be able to know when a student is having difficulty or is being disruptive. The working environment is both in and out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Frequent exposure to minor and on occasion to severe, contagious illnesses and to noise generated by students involved in physical activities. Employment contingent upon passing a physical and back evaluation test.

Classification adopted by Personnel Commission 5/6/03

Reviewed with no revisions 4/26/07