



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - ADAPTED PHYSICAL EDUCATION

JOB SUMMARY:

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.

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/Adapted PE Specialist. 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.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Work with, monitor, assist, and tutor 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***

Demonstrate or model skills and/or activities and, as appropriate, assist students to learn the physical motor skills required; ***E***

Make appropriate adaptations to physical activities to ensure that each student will experience success in a safe environment, monitor equipment usage and activity participation; ***E***

Facilitate participation of students with special needs with typically developing peers in age-appropriate activities; ***E***

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

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

Communicate with certificated staff regarding any special considerations regarding a student with special needs; ***E***

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

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

Assure the health and safety of students by following established practices and procedures and maintain outdoor environment in a safe, neat and orderly manner; *E*

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

Prepare written communications for students and parents;

Establish and maintain a variety of records;

May order equipment and supplies;

May operate a variety of office equipment;

Perform other duties as required to accomplish the objectives of the position.

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;
- Safe practices in physical education and playground activities;
- 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;
- 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;
- Work successfully with students and motivate participation in activities;
- React appropriately in emergency medical situations;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination is required;
- Some training or post-secondary course work in Physical Education or Child Development is desirable.

Experience:

- Prior paid or volunteer experience involving the supervision of children in an organized setting is desirable.
- Prior experience working with children in a physical education or recreational setting or with children with special needs is highly desirable.

LICENSES REQUIRED

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

Within two (2) months of employment the employee is required to possess and maintain valid CPR and First Aid certification.

PHYSICAL DEMANDS, WORKING CONDITIONS AND HAZARDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Classification adopted by Personnel Commission 5/6/03

Reviewed with no revisions 4/26/07

Revisions Effective: 4/11/2013

Job Description Review and Revisions Effective 4/9/15