

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT - PHYSICAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certified teacher in providing instruction to individuals or small groups of students; monitor and report student progress.

REPRESENTATIVE DUTIES:

Assist individuals or small groups of students, to provide instruction and coaching in basic movement activities, games, dance, gymnastics, and athletic skills. **E**

Prepare lessons as directed by the teacher; administer and score a variety of tests according to established guidelines. **E**

Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior. **E**

Provide support to the teacher by setting up activity areas, operating audio-visual equipment; operating educational training equipment and distributing and collecting physical education supplies and equipment. **E**

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. **E**

Confer, as needed, with teachers concerning programs and materials to meet student needs. **E**

Assure the health and safety of students by following health and safety practices and regulations. **E**

Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned. **E**

Prepare play area for physical education activities as needed. **E**

Participate in meetings and in-service training programs as assigned. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Comprehensive physical education programs.
Safe practices in physical education and playground activities.
Child guidance principles and practices.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Methods, procedures, and techniques of physical education instruction.

ABILITY TO:

Assist a certificated teacher with assigned physical education activities.
Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
Perform routine clerical duties in support of physical education activities.
Print and write legibly.
Instruct K-8 students in physical education activities.
Understand and follow oral and written directions.

Learn procedures, functions and limitations of assigned duties.
Communicate effectively both orally and in writing.
Learn to apply and explain policies and procedures related to school and program activities.
Work cooperatively with others.
Monitor, observe and report students' behavior according to approved policies and procedures.
Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and six months experience in working with children or young adults in a physical education or recreational setting.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the District's competency test in reading, writing, and mathematics is required before employment.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 50 pounds.