



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**

Assistant Phy. Ed

**Department:**

Paraprofessional

**Unit:****Immediate Supervisor:**

Building Principal

**Grade Placement:****FLSA Status:****Job Summary:**

Under the direction of the Building Principal and guidance from the Physical Education Teacher, the Assistant Physical Education Paraprofessional is responsible for assisting the Physical Education teacher in creating a classroom environment that is conducive to learning.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists the Physical Education Teacher by carrying out instructions for the preparation and implementation of classroom activities.
2. Supervises and encourages students during classroom activities. Reinforces classroom strategies, curriculum and student behavior standards.
3. Assists with student behavior management and discipline concerns, following established classroom procedures and practices.
4. Inventories and maintains physical education equipment.
5. Assists the Physical Education Teacher in the record-keeping and preparation of individual records of students.
6. Performs first aid for injured students as necessary; utilizes Health Services as needed.
7. Performs other related duties as assigned.

### EDUCATION AND KNOWLEDGE REQUIREMENTS

**Education Training and Experience Requirements:**

- High School Diploma or equivalent.

**License/Certification Requirements:**

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**Knowledge required to perform the essential functions of the job:**

- Knowledge of basic practices, methods and techniques used in the Physical Education classroom.
- Knowledge of basic first aid.
- Knowledge of the fundamentals of child development and behavior, especially emotional, social, physical and cognitive development.

## **WORK SKILLS AND CHARACTERISTICS**

### **Skills required to perform the essential functions of the job:**

- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Ability to interact and communicate effectively and appropriately with students and staff.
- Ability to follow and implement instructional plans.
- Ability to be flexible and maintain excellent organization and time management skills.
- Ability to supervise large groups of children, including special needs children.
- Skilled in modeling appropriate behaviors for children.
- Ability to maintain confidentiality, following Data Privacy rules and regulations.

## **PHYSICAL REQUIREMENTS**

### **Physical requirements associated with the position can be best summarized as follows:**

Light work. Exerting up to 25 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.