

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Physical Education Educational Assistant

Supervisor: Principal

General Job Description: The Physical Educational Assistant will supervise, instruct, and maintain a harmonious environment of students involvement in exercises, sports, and games throughout the school year. He/She will help each participating student achieve a high level of skills, and appreciation for the values of discipline, and sportsmanship, and an increased level of self-esteem.

Essential Duties and Responsibilities:

1. Display a desire to work with students.
2. Serve as a role model.
3. Work as a member of a team.
4. Communicate effectively both verbally and in writing.
5. Assist licensed personnel in school environment where individual differences are respected.
6. Respond to students as individuals.
7. Help maintain cohesiveness in school environment.
8. Assist with supplementary work for students and supervise independent study in the school environment.
9. Use current technology for instructional management needs.
10. Assist licensed personnel with student discipline.
11. Assist in maintaining students' involvement in appropriate tasks.
12. Provide assistance with individualized program materials.

Additional Duties and Responsibilities:

1. Coach individual participants in the skills necessary for excellent achievement in the sport to which he/she is assigned.
2. Have preconceived ideas and plans of the scheduling and sequencing of each practice session, and coordinate those plans with the immediate supervisor.
3. Fulfill responsibilities toward records and forms as may be required.
4. Oversee the safety factor in both the practice session, and the equipment, facilities, or area in which the assigned sport is conducted.
5. Enforce discipline and sportsmanlike behavior at all times.

Qualifications:

1. High school diploma or GED.
2. Sixty college hours.
3. Possess or qualify for a Level I Educational Assistant License.
4. A demonstrated interest and an aptitude for performing the tasks(s).
5. A demonstrated knowledge of the rules and regulations of the sport(s) he/she is to assist.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing stairs, squatting, kneeling, and moving light furniture may be required.

Safety and Health:

1. T. B. Test
2. Knowledge of universal hygiene precautions.
3. Prefer CPR and First Aid Training.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Materials handled include physical education curriculum guide, and folders, all types of athletic equipment.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Job responsibilities require both inside and outside assignments. Must be self-motivated and able to complete job assignment without direct supervision. Must be able to work under stressful conditions. Will work in various weather conditions and on various surfaces.

Terms of Employment:

Salary and work year to be established by the Board.