

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE:           ELEMENTARY PHYSICAL EDUCATION ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of a Physical Education teacher, provides instructional assistance to students in the Physical Education program. Indirect supervision is provided by a designated elementary principal.

### **DISTINGUISHING CHARACTERISTICS:**

A Physical Education Assistant works under the direction of a physical education teacher and performs a variety of physical and instructional duties, outdoors or in a classroom, designed to support the physical education program.

### **REPRESENTATIVE DUTIES:**

Performs a variety of responsible physical and instructional assistance tasks in accordance with written or oral directions from a physical education teacher and/or designated elementary principal.

Supervises large groups of students on the playground during physical education classes.

Moves sports equipment, as needed, to assist in the physical education program; supervises correct use of equipment.

Oversees and participates in warm-up, cool-down, and stretching exercises.

Referees sports, games, and physical activities outdoors, reinforces skill instruction, rules, and elements of fair play.

Supervises large group activities indoors to accommodate students in physical education instruction during inclement weather, involving use of beanbags, foam balls, cards, etc.

Assists with administering written or physical agility tests for the teacher.

Assists with activities preparation, prepares bulletin board and other displays.

Responds to children's questions and concerns.

Performs a variety of clerical tasks such as maintaining files and records, typing, assembling instructional materials at the direction of the physical education teacher, and operating various types of audio-visual and office equipment.

Assists in class supervision on field trips.

Performs other work related to job description as needed.

### **QUALIFICATIONS:**

Knowledge of:

A wide variety of student needs and behavior characteristics.

Management of large groups of students with differing levels of physical abilities.

Record keeping principles and procedures.

Classroom/school procedures and rules of conduct.

## Physical Education Assistant

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### Ability to:

Work within the framework and requirements of the instructional program to which assigned.

Understand and follow oral and written instructions.

Operate office and audiovisual equipment.

Address groups of students and be heard and understood outdoors.

Demonstrate or reinforce instructions for rapid paced, rigorous sports, games, and fitness aerobics.

Stand for prolonged periods of time while observing, demonstrating, or reinforcing physical education activities.

Lift, carry and move sports equipment such as bats, balls, field markers, cones, or sit-up mats, which may weigh up to 50 pounds using safe and proper methods and/or equipment.

Establish and maintain effective work relationships.

Compile and maintain records and files.

### Education and Experience:

Some experience with team and individual sports and graduation (or equivalent) from high school.

### License and Other Requirements:

Valid CPR/First Aid certificate within six months of employment and valid California driver's license.

### Working Conditions:

Outdoor and elementary school environment; work involves physical exertion, standing for prolonged periods of time and transporting heavy supplies and equipment; travel from site to site; subject to traffic hazards and adverse weather conditions.