

Job Title: Teacher Assistant
Physical Education

Wage/Hour Status: Non-exempt

Reports to: Principal and PE teacher

Pay Grade: IS-1 / ABU IS-2

Dept./School: Assigned Campus

Date Revised: April, 2014 **Duty Days:** 187

Qualifications:

Education/Certification:

High School diploma or GED and 60 hours of college
Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to work well with children and adults
Knowledge of general office equipment

Experience:

Some experience working with children

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

1. Uphold and enforce school rules, administrative regulations, and state and local board policy.
2. Work under the direction of the certified physical education teacher in the implementation of lesson plans and instructional developed by the PE teacher.
3. Be responsible for the implementation of lesson plans and instructions to classes of students assigned by the PE teacher.
4. Be responsible for setting up and taking down of PE equipment needed for their classes on a daily basis.
5. Assist in supervising students throughout the school day, both inside and outside the classroom, as directed by the PE teacher and principal.
6. Keep the teacher informed of any special needs or problems of individual students.
7. Be responsible for the discipline in their class by following the district/campus guidelines under direction of PE teacher.
8. Assist in inventory, care and maintenance of equipment.
9. Assist the teacher in keeping administrative records and preparing required reports.
10. Participate in in-service training programs, faculty meetings, and special events, as needed.
11. Provide orientation and assistance to substitute teachers.
12. Follow all campus procedures and regulations.
13. Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Communicate effectively (verbal and written) with students and teachers. Continuous standing, stooping, bending, and lifting.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

