



An Equal Opportunity Employer

Flint Community Schools

Human Resources

Employee Job Description

Job Title: Paraprofessional, Physical Education

Job Summary:

The Paraprofessional assists with the instructional and non-instructional duties, as directed by the teacher.

Essential Functions (May include, but not limited to):

1. Sets an example by dressing appropriately for physical activity to encourage students to do the same.
2. Promotes proper hygiene and safety practices related to physical activity.
3. Monitors and supervises student locker room activities before and after class, ensuring a safe and orderly environment.
4. Oversees students during clean-up and transition periods to maintain safety and efficiency.
5. Assists in behavior management by reinforcing positive conduct and addressing concerns as needed.
6. Records and maintains accurate class attendance reports.
7. Assist in lock and locker assignments, ensuring students have secure and accessible storage.
8. Set up, distributes, and collects equipment needed for class activities, ensuring proper storage and care of materials.
9. Officiates and monitors sport and physical activity within the class, ensuring fair play and engagement.
10. Assists in recording and tracking student participation and performance data for appropriate activities.
11. Supports students who have difficulty mastering fundamental physical skills by providing guidance and individualized attention.

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12. Helps students understand and follow directions related to physical activities, rules, and safety procedures.
13. Works closely with the physical education teacher to implement lesson plans and adopt activities as needed.
14. Communicates effectively with students, teachers, and staff to foster a positive learning environment.
15. Encourages and motivates students to actively participate in class activities.
16. Maintain awareness of student's physical abilities and limitations to prevent injuries.
17. Assist in implementing emergency procedures and responding to accidents or injuries appropriately.
18. Performs other duties as assigned.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Qualifications:

Education:

Must have one of the following:

- Earned at least 60 college credit hours
- Obtained an associate's degree (or higher)
- ETS Paraprofessional Assessment (score 460 or higher)
- College Board's SAT (score at least 480 on evidence-based reading/writing, score at least 530 on math)

Skills:

Competency in all academic areas; specifically reading, writing, spelling, and mathematics. Good listening and communication skills. Ability to make sound decisions. Ability to adapt and change activities in the classroom as needed. Ability to work harmoniously with students and staff.

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Other Requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Physical examination by a licensed healthcare provider, 2) Criminal background check, including national and local clearance 3) 5-panel drug screening to ensure drug-free workplace.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Job Considerations:

Certification: N/A

Type of Certification: N/A

Bargaining Unit: Service Employees International Union (SEIU)

Salary Schedule: Paraprofessional Salary Schedule, 183 days per year

Immediate Supervisor: Building Principal

Date: 2/20/2025

TM: tvs

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

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