



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Physical Education Paraeducator

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Reports to: Campus Principal
School/Department: Assigned Campus
Pay Grade: Instructional Support Pay Grade 1
Wage/hour status: Non Exempt
Work Days: 187
Created/Revised: September 2020

Primary Purpose:

A Physical Education Paraeducator will assist the Physical Education teacher in reinforcing instruction to individual or small groups of student(s) in a physical education classroom or outdoor environment.

Qualifications:

Education/Certification:

- High school diploma or G.E.D. certificate

OR

- Fifteen semester hours of college credit with emphasis on child growth and development, sports and fitness, or related areas

AND

- The physical ability to perform duties with students such as performing and demonstrating tasks required by the PE teacher

Special Knowledge/Skills:

- Basic Physical Education instructional methods and techniques
- Oral, written, and technology skills used for communication
- Interpersonal skills using tact, patience, courtesy, and respect
- Operation of a computer and assigned software
- Safe practices in classroom and physical education activities
- Routine record keeping techniques

Experience:

- Three to five years or verifiable experience working with students or parents (in public schools, private schools, church-related work, substituting, volunteering, etc)

Major Responsibilities and Duties: Other duties may be assigned.

List Major Area of Responsibility

- Assists a certificated teacher in reinforcing physical education instruction to individual or small groups of students in a physical education classroom or outdoor environment; assists in the preparation of instructional materials and implementation of lesson plans.



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- Leads, monitors and oversees student drills, warm-up stretches, practices and exercises; coordinates teams and activities for physical education classes; organizes sports activities during lunch and recess.
- Performs a variety of clerical duties in support of physical education activities such as preparing, duplicating and filing instructional materials; types and inputs data into an assigned computer system; maintains student records and files including student attendance records, grades and related information.
- Provides support to the teacher by setting up equipment for physical education classes, sports activities; assists in set-up, distributing, collecting and storing physical education and sports equipment.
- Assists students in completing physical education assignments, exercises and drills; assures student understanding of assignments, rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Assists in grading assignments; prepares reports and documentation as required.
- Observes, supervises and controls behavior of students on the playground, in the gym and outdoor learning environments according to approved procedures; reports progress regarding student performance and behavior.
- Assists in shaping student's behavior through positive reinforcement and other strategies.
- Operates and maintains a variety of classroom, office and physical education equipment including athletic equipment, printer, a computer and assigned software as assigned.
- Assures the health and safety of students by following established practices and procedures; cleans, maintains and assures physical education equipment is in working condition.
- Maintains classroom management in the absence of a teacher.
- Administers fitness testing.
- Assists in the planning and coordination of the District Physical Education special events and activities.
- Explain and interpret assignment directions to students.
- Observe health and safety regulations.
- Assists in planning and conducting educational field trips
- Performs extra duties as required (e.g., bus duty, traffic crossing duty, lunch room duty, playground duty)

Supervisory Responsibility

Supervise and evaluate the performance of students in the classroom when the teacher has been called out of the room for a short period of time

Mental Demands/Physical Demands/Environmental Factors

Indoor/Outdoor Physical Education classroom environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Working Conditions may include:

- Seasonal heat and cold or adverse weather conditions.



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- Regularly exposed to fumes, airborne particles, grasses and seasonal exposure to pollens.
- Frequent standing
- Moderate lifting, carrying, bending, pushing, and pulling
- Strength and mobility needed to perform athletic demands
- Possible biological exposure to bacteria and communicable diseases
- Maintain emotional control under stress
- Frequent prolonged and irregular work hours
- Occasional travel outside of school district boundaries
- Workload is deadline driven
- Office atmosphere may be noisy and hectic. Offices are “open” with multiple employees working in small or large open rooms containing two or more desks and equipment
- Noisy environment
- Frequent contact with parents, community, and/or other district/campus employees
- Possible exposure to chemicals

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 _____