

EDUCATIONAL ASSISTANT-PHYSICAL EDUCATION

SPA License Status: *Licensed/Contract*

SPA Probation: *One Year, if applicable*

FLSA Status: *Non-Exempt*

Supervisor: *Principal*

Supervises: *None*

Salary Schedule: *Paraprofessional Educational Assistant*

Terms of Employment: *7 hours / 9 months*

Job Goal: *To assist the Physical Education Teacher in creating an environment favorable to learning and personal growth. To assist the P.E. teacher in motivating each student to develop skills, knowledge, and attitudes in accordance with his/her ability and to develop special talents.*

Minimum Qualifications

1. *High School Diploma or Equivalent*
2. *Must possess Associate's degree or higher OR 48 credit hours from an accredited college/university; or pass the Para Pro test or*
3. *Must possess or be eligible to obtain educational assistant licensure issued by the New Mexico Public Education Department*
4. *Experience as an educational assistant (preferred)*
5. *Must possess or be eligible to obtain a level three educational assistant licensure issued by the New Mexico Public Education Department*
6. *Successful passage of background check*

Job Duties

1. *Meets and instructs assigned classes in the locations and at times designated under the direction of a certified PE teacher.*
2. *Assist in the skills, knowledge, and attitudes to students on grade academic level, utilizing the Elementary PE performance objectives under the direction of a certified PE teacher.*
3. *Assists in providing individual and group instruction in order to adapt the curriculum to the needs of the students with varying abilities under the direction of a certified PE teacher.*
4. *Assists in providing instruction whereby students may develop concepts and appreciation for the course of study under the director of a certified PE teacher.*

5. *Follows instructional plans and organizes class time to provide a balanced program of instruction, demonstration, work time and evaluation.*
6. *Assists in identifying student needs and cooperates with other professional staff and parents in helping students solve health, attitudes, learning problems and student progress.*
7. *Assists the Physical Education Teacher in establishing and maintaining standards of student behavior needed to provide an orderly and productive environment.*
8. *Participates in professional development communities and program development within the school district.*
9. *Agrees to fulfill performance responsibilities in location(s) assigned.*
10. *Attends required professional development trainings.*
11. *Exhibit professionalism by maintaining good attendance and adhering to contract hours.*
12. *Working after contract hours may be required.*
13. *Communicates and displays courteous and professional behavior toward the immediate supervisor, school and district administrators, staff, peers, students, parents and the public.*
14. *Comply with the Code of Ethics, School Board Policy, administrative directives, local, state, federal, regulations, rules, and statutes.*
15. *Adhere to educational guidelines as defined by the New Mexico Public Education Department.*
16. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act.*
17. *Performs such other tasks as may be assigned within the parameters of the job description and job analysis.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines, work tools, and equipment commensurate with the responsibilities of the job and scope of work.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/CSEC-LC agreement on evaluation of classified personnel.

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I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____

