

Job Title: Elementary Health & Physical Education Paraprofessional
Department: Elementary Education
Reports To: Assigned School Principal
FLSA Status: Non Exempt
Salary Schedule: SC lane 01



SUMMARY

The Elementary Health & Physical Education (PE) Paraprofessional will provide assistance to the Elementary Health & Physical Education Specialist in implementing the District approved curriculum for elementary students at the assigned school locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assists the Elementary Health & Physical Education Specialists with the Health and Physical Education programs of assigned elementary schools.

Provides instructional support assistance to students and student groups, utilizing the course study prescribed by the District approved curriculum that will enable the students to do the following:

- Demonstrate a positive learning attitude
- Develop social skills and ethical responsibility
- Demonstrate responsible emotional and cognitive behaviors
- Develop physical skills and personal hygiene
- Participate in daily sustained physical activity to develop health-related physical fitness
- Achieve and apply knowledge of physical fitness
- Demonstrate respect for self and others through responsible personal behavior in physical activity settings and social behavior.

Operates various types of office equipment such as computers, copy machines, etc.

Participates in the development, maintenance, and carrying out of systems for classroom management.

Guides students in working and interacting harmoniously with other students.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree or 48 semester credit hours from a college/university; or passing results on an approved Paraprofessional Assessment.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Assistant Superintendent, Elementary Education		Date: 05/23/2006	
Approved By: Executive Director, Human Resources		Date: 06/01/2006	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 10/15/2013
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 06/15/2017
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	