



JOB DESCRIPTION
Physical Education Aide - Elementary

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The Physical Education Aide, under the general supervision of the principal and the immediate direction of the certified physical education teacher, assists the teacher and staff in the preparation and management of the physical education program, and aids in the general office activities.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Some prior experience working with children

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Must be eligible for state certification (required if hired)

KNOWLEDGE / SKILLS / ABILITIES:

- Health and physical qualifications appropriate for the demands of the position
- Ability to work well with children
- Ability to communicate effectively

DUTIES AND RESPONSIBILITIES:

1. Helps supervise students.
2. Conducts drills and exercises with groups as directed by the teacher during the physical education period.
3. Assists the physical education teacher in routine clerical tasks and participates in selecting, planning, organizing and evaluating the physical education program.
4. Submits all requests or needs for subject related materials and equipment through the physical education teacher.
5. Helps with inventory, care and maintenance of equipment.
6. Provides a safe and conducive atmosphere for the physical education program.
7. Reports immediately all playground accidents to appropriate officials.
8. Performs tasks under general supervision of a certified teacher.
9. Keeps teacher informed of special needs or concerns of individual students.
10. Provides assistance to the teacher in preparing and using instructional materials.
11. Assists in administration and scoring of measurement instruments and daily student work.
12. Attends appropriate in-service training sessions.
13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbally and written), understand verbal instructions, read, compile, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), routine walking and standing, sit, climb stairs and ladders, balance, stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, speak, distinguish colors, and maintain visual acuity. Ability to work inside and outside in temperature and/or humidity extremes, work with noise, with slippery and/or uneven surfaces, with biological exposure (insects, mold, fungi, bacteria, animals, plants, etc.), and sunlight exposure.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Basic playground and gym equipment

Paraprofessional Pay Grade: 3

Salary Range: \$9.39 min./ \$11.74 mid./ \$14.09 max.

Days: 185

Wage/Hour Status: Nonexempt

Updated: July 9, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.