



INSTRUCTIONAL ASSISTANT PE / APE

DEFINITION:

Under general supervision, performs paraprofessional instructional activities; assists in the conduct of learning experiences for students; performs a variety of clerical and supportive tasks for instructional personnel; and does other related work as assigned.

DUTIES:

Assists instructional personnel with the presentation of learning materials and instructional exercises; tutors individuals and small groups of students to reinforce and follow-up learning activities; monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by instructional personnel; supervises classroom, playground, and study trip activities; directs students into safe activities and in the development of appropriate social behavior; assists in the management and shaping of student behavior through the use of positive reinforcement strategies; assists in the development of a variety of instructional materials for use with individuals and small groups of students, or in activity centers; maintains student records and files; operates a variety of instructional media, and office machines and equipment; monitors resource centers and assists students in the utilization of center materials and equipment; administers and scores tests and records the results; distributes and maintains an inventory of textbooks, supplies and equipment; collects, assembles, catalogs and distributes resource materials; assists in maintaining a neat, orderly and attractive learning environment; may administer basic first aid; may assist in parent conferences; may assist children in dressing, undressing and in toileting needs, may assist students in developing wholesome nutritional habits.

EMPLOYMENT STANDARDS

Knowledge of

- the physical education needs and abilities of elementary children
- elementary physical education training and programs
- general concepts of child growth and development and child behavior characteristics
- student behavior management techniques and strategies
- English usage, punctuation, spelling, and grammar
- basic arithmetical concepts
- simple record keeping and record management
- public education goals and objectives

- learning problems of children with special education needs
- basic first aid principles
- instructional materials and aids used in special education

Assists

- understand and carry out oral and written direction
- communicate satisfactorily in oral and written form
- demonstrate an understanding, patient, warm and receptive attitude toward children
- learn and utilize simple methods and procedures to be followed in an instructional setting
- establish and maintain a cooperative and effective working relationship with children and adults
- perform simple clerical tasks and operate standard office machines
- understand and work effectively with children with special needs
- learn and apply specialized learning and tutorial techniques

Experience

- experience working with children in an educational, child care, or special education setting is desirable
- experience working with children in a physical education program is desirable

Education

- equivalent to completion of the twelfth grade, preferably including or supplemented by courses in psychology, child growth and development or a closely related field
- must be able to obtain a California Driver's License
- must pass the Encinitas Union School District Instructional Aide Proficiency Test as required by state law.

QUALIFICATION REQUIREMENTS:

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.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

Range 7.0 8/4/94