

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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BP 4200.1

### PHYSICAL EDUCATION ASSISTANT

#### **Definition:**

The job of "Physical Education Assistant" is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of students; assists in administering and scoring grade level physical fitness tests, if applicable to the school site; assists in playground assignments, as required; to perform routine clerical and supportive tasks for instructional personnel; and to do other related work as required.

#### **Responsible To:**

School Site Principal

#### **Essential Functions:**

1. Assists instructional personnel with the development and presentation of activities for physical education.
2. Assists students individually or in-groups to develop their skills during physical education activities and during organized games at recess.
3. Performs a variety of regular maintenance duties, such as keep inventory of and removing and/or repairing equipment that is used for physical education and assists in maintaining the physical education equipment in a neat and orderly manner.
4. Monitors individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment
5. Performs general clerical duties for the instructional staff, such, preparing schedules for physical education classes and intramural sports.
6. Maintains a variety of reports, records, and lists of games and activities that have been presented in physical education and during intramural.
7. Assists in maintaining student discipline
8. Performs other duties as may be assigned.

**Experience Required:** Prior job related experiences paid or volunteer working with multi-age groups of children.

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#### Essential Requirements - Qualifications:

#### Skills, Knowledge and/or Abilities Required:

1. Knowledge of rules and regulations for the physical education activities that are listed in the District's Scope and Sequence.
2. Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment
3. Knowledge of public education goals and objectives.
4. Use English in verbal and written form, use correct grammar, punctuation and spelling.
5. General concepts of child growth and development and child behavior characteristics.
6. Demonstrate an understanding, warm, patient, positive and receptive attitude toward children.
7. Abilities to stand for prolonged periods, understand and carry out oral and written instructions.
8. Assume responsibility for fostering cooperation and good sportsmanship among members of the student body.
9. Maintain routine record keeping, and confidentiality of students and student records.
10. Meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations.
11. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity.
12. Maintain cooperative working relationships with staff, students, parents and the general public.
13. Basic First Aid principles.

**Education Required:** High School diploma or equivalent to the completion of the twelfth grade; supplemented by courses in child care, supervision, psychology or guidance, or any combination of training and experience that could likely provide the desired knowledge and abilities.

**Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance and Drug Testing Clearance. Pass the District's Proficiency Test with a satisfactory score. A valid First Aid certificate, including CPR training, issued by the American Red Cross.

Job Description Adopted:

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**SUMMARY WORKER TRAIT ANALYSIS REPORT**

(Worker Trait Ratings are described in one of two ways: (1) ratings can provide detailed information concerning the skills and abilities necessary to perform job tasks as they are currently or customarily done (helpful in determining the need for "Reasonable Accommodation") or (2) ratings can provide knowledge regarding the ability to perform the "Essential Functions" of a job, considering that methods or tasks of job performance could vary. These uses are usually mutually exclusive. This report documents which use applies at the beginning of each Worker Trait sub-report).

**SUMMARY OF PHYSICAL DEMANDS RATINGS**

Date of Sub-Report = 02-23-99

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

**Rating Symbol Key:**

- NP = Not Present - Does not exist
- O = Occasionally - Up to 1/3 of the time
- F = Frequently - From 1/3 to 2/3 of the time
- C = Constantly - 2/3 or more of the time

**PHYSICAL DEMANDS**

- 1. STRENGTH:
  - A. Standing 20%
  - Walking 75%
  - Sitting 5%
  
  - B. Lifting F 25 lbs.
  - Carrying F 25 lbs.
  - Pushing F 10 lbs.
  - Pulling F 10 lbs.
  
- 2. CLIMBING O
- BALANCING O

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**PHYSICAL DEMANDS (Continued)**

- 3. STOOPING        F
- KNEELING       F
- CROUCHING      F
- CRAWLING        O

- 4. REACHING        C
- HANDLING        C
- FINGERING       F
- FEELING          F

- 5. TALKING:
  - Ordinary        C
  - Other            F
- HEARING:
  - Conversations   C
  - Other Sounds    F

- 6. SEEING
  - Acuity, Near     F
  - Acuity, Far      F
  - Depth Perception F
  - Accommodation F
  - Color Vision     O
  - Field of Vision   F

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (1) (3) (4) (5) (6)  
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)

8. PHYSICAL DEMAND COMMENTS: Examples of reaching/handling are instructional materials, seeing and looking at students, projects, and playground.

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**SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS**

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not Present in the Job Environment

S = Seldom Involved - Under 5% of Work Day

O = Occasionally Involved - Up to 1/3 Time

F = Frequently Involved - From 1/3 to 2/3 Time

C = Constantly Involved - 2/3 or More Time.

1. ENVIRONMENT:

Inside 20% Outside 80%

Comments Regarding "Inside/Outside work site location" = Rainy/foggy days inside

2. EXTREME COLD S

3. EXTREME HEAT F

4. WET/HUMID O

5. NOISE (IN DECIBELS) 80 decibels

6. VIBRATION NP

Comments Regarding "Extreme Heat" = Frequent sun exposure.

Comments Regarding "Noise" = Children in classroom and playground. Fire alarm may exceed this value.

6. HAZARDS:

Mechanical S

Explosives NP

Electrical NP

Radiant Energy NP

Burns NP

Other Hazard/s S

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6. HAZARDS: (Continued)

Comments Regarding "Mechanical Hazards" = Office/Classroom Furniture, playground equipment, physical education equipment.

Comments Regarding "Other Hazardous Conditions" = Student disturbances, animal/insect bites, flu, colds, other contagion's

7. ATMOSPHERIC CONDITIONS:

Fumes	S
Mists	S
Odors	NP
Gases	S
Dusts	S
Poor Ventilation	NP
Other Atmospheric Hazards	NP

Comments Regarding "Dust Exposure" = Pollen, sand, playground

8. PROTECTIVE CLOTHING - DEVICES: Latex gloves

9. E. C. SUMMARY: Inside and Outside Work 2 3 4 5 6 7

Numbers encircled by ( ) indicate significant involvement of factors enumerated and rated above.

Adopted: