

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6995
Pay Grade D07

FLSA: Non-Exempt

PHYSICAL EDUCATION ASSISTANT

MAJOR FUNCTION:

Performs instructional support work directly assisting students in daily physical education activities. Major work is instructional in nature involving implementation of goals or objectives established by a certified teacher. Incumbent is responsible for assigned groups of children throughout the day. Work is performed under the supervision of a certified teacher and is reviewed in progress or upon completion.

DUTIES AND RESPONSIBILITIES:

- Works directly with students in physical education and playground activities in a learning situation or environment.
- Follows lesson plans which have been developed by the Physical Education teacher in assisting students with routine practice exercises and skill training.
- Is responsible for maintaining the safety and security of large groups of children in a non-confined areas on a daily basis.
- Demonstrates skills which may required strenuous physical activity and involving regular exposure to heat, sun, and wind.
- Carries out, sets up, and takes in physical education equipment; checks materials and equipment for safety.
- Performs clerical duties related to teaching including, but not limited to, preparation of planned instructional materials, the recording of class attendance and grades, checking test papers, collecting and accounting for monies; may utilize microcomputer or similar computer equipment in work-related assignments.
- Requisitions and operates audiovisual equipment for student viewing as assigned.
- Participates in school-based and countywide staff development activities; attends staff meetings and Department meetings; may occasionally be required to attend a parent conference.
- Provides direction to parent volunteers as required.
- May be required to administer first aid and CPR as the need arises.
- May perform other assigned duties such as bus duty, playground duty, hall duty, bookstore duty.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus one (1) year of experience in related activities; or an equivalent combination of education, training and experience. Physical Education Assistant will be required to complete workshops as specified by the District Physical Education Dept.

PREFERRED:

Formal training in basic first aid and CPR. Coursework related to Child Development.

ISSUED: 8/79 SSN; FORMAT REVISED: 3/88; REVISED: 6/89 PBL; BOARD APPROVED: 8/23/89;;
REVISED: 7/90 MW (Title); BOARD APPROVED: 8/22/90; REVISED WC: 6/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

PHYSICAL EDUCATION ASSISTANT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy		X			
20. Using a keyboard to enter and transform words or data		X			
21. Using a video display terminal		X			
22. Working in a normal office environment with few physical discomforts		X			
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Physical Education Assistant - PESPA