

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

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| Job Title: | Assistant Physical Education | Wage/Hour Status: | Nonexempt |
| Reports To: | Principal and Teacher(s) Assigned | Date Revised: | 4/18/17 |
| Dept./School: | Assigned Campus | | |

Primary Purpose:

Assist the teacher in the preparation and management of education activities and administrative requirements.

Qualifications:

Education/Certification:

High school diploma or equivalent
Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to work well with children
Knowledge of general sports activity equipment

Experience:

Some experience working with students

Major Responsibilities and Duties:

Assist the teacher in preparing and planning the daily schedules and help execute the daily lesson plan
Work with individual students or small groups in physical education activities assigned by the teacher
Assist with the administration and scoring of objective testing instruments or assignments
Assist in organizing games and supervising the playground, lead various recreational and physical activities
Keep the teacher informed of any special needs or problems of individual students
Assist in inventory, care and maintenance of equipment
Assist the teacher in keeping administrative records and preparing required reports
Participate in staff development training programs, staff meetings, and special events, as needed.
Provide orientation and assistance to substitute teachers
Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Job Title: Assistant Physical Education

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Copier and various sport activity equipment

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal); maintain emotional control under stress

Physical Demands/Environmental Factors:

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 04-18-17

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____