

St. Helena Unified School District

Position Description

Position: Para-educator III – Physical Education	Position Number:
Department/Site:	FLSA: non-exempt
Reports to/Evaluated by:	Salary Grades: 114

Summary

Performs a variety of activities in support of one or more special instructional programs including certain special education, physical education, and district-wide subject matter. Assists teachers and staff in development and implementation of programs, materials, and tests to enhance the student learning experience.

Distinguishing Career Features

The Para-educator III is the third level in a career path for instructional support to teachers. Advancement to Para-educator III requires additional college transfer coursework qualifying incumbents to serve as subject matter specialists in areas such as, but not limited to, physical education, math, sciences, learning labs, and certain special education such as cued speech translation.

Essential Duties and Responsibilities

All incumbents in this classification are subject matter specialists and may perform assignments without teacher involvement, rather, guided by State requirements for age-appropriate learning, health care protocols, or other standing instructions.

- Works on an in-depth basis with small groups and/or individual students on special subjects (math and sciences), exercises, exercise routines, recreation activities, and/or with special needs to execute individual lesson plans and strategies for maximizing learning experiences.
- Prepares and may develop age-grade appropriate instructional aids and exercises to support the curriculum being taught.
- May assist special administrators and/or teaching staff with preparation and presentation of in-service training sessions for special subjects and topics. Assist in organizing and participating in meetings to share information.
- Confers with teachers, specialists and parents to develop and evaluate individual and group educational goals and objectives for physical education. Assist with implementation of special programs.
- Oversees large and small groups of children in planned physical activities. Coordinates and confers with teachers about student background and exercises that support in-class curriculum.
- Assists with and may administer assessments and monitor student progress. Assists with evaluations of student progress.
- Inspects physical areas for safety considerations. Moves and sets up equipment that

supports physical education activities.

- Assists in training other school site staff in physical education techniques or the subject matter expertise.
- Develops and uses incentives as positive reinforcement. Exercises constant supervision of children. Assesses the need for, and uses appropriate discipline in accordance with grade level and student's ability to understand discipline.
- Reports student behavior and performance to teachers. Documents student progress by performance and cooperation with other students. Prepares and maintain a variety of files and records for physical education activity.
- Confers, as needed, with teachers, resource staff, and other school personnel concerning programs and materials to meet student needs. Alerts teacher to any special problems or information concerning students in the physical education programs. May participate in parent conferences.
- Assists special program administrative staff with the preparation and presentation of in service training sessions. Assist in organizing and participate in meetings to share information about physical programs.
- Provides clerical and technical assistance to teachers such as researching and ordering books and school supplies, maintaining a workroom inventory.
- Initiates requests for equipment and resource materials to support curriculum. Sets up and operates audiovisual equipment, computers, and other equipment that serves to assist and enhance instructional programs.
- Responds to accidents and injuries, giving routine first aid and referring students to the appropriate care. When working with severely disabled, may be required assist students with certain medical and hygiene functions.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires working knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting. Requires working knowledge of the subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies. Requires basic knowledge of teaching and instruction methods. Requires working knowledge of age appropriate physical education, include those activities that can support instruction. Requires knowledge of basic clerical and record keeping processes. Requires basic knowledge of special education programs. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send email communications. Requires well-developed human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to the special needs of students. May

require competency in a second language.

- **Abilities**

Requires the ability to assist teaching staff with implementation of instructional goals and activities. Requires the ability to assess the needs of individual students and develop instructional support techniques and materials to meet those needs. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments that contribute to academic progress, tests, and perform general clerical tasks. Requires the ability to make formal presentations to classes, individuals, and small groups of students and assist with demonstrations of assigned subject matter to classroom sized groups. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers. May require basic competency in a second language or in sign language. Requires the ability to obtain a First Aid and CPR card within a reasonable period of time.

- **Physical Abilities**

Requires the ability to perform indoors in an office and/or classroom/laboratory environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to make demonstrations and participate in physical activity, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

- **Education and Experience**

This position requires an Associate's degree or equivalent, with curriculum in physical education or kinesiology and one year of experience working with in a classroom environment.

- **Licenses and Certificates**

May require a valid driver's license. Requires a valid first aid card.

- **Working Conditions**

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations.