



Orcutt Union School District
500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

POSITION: **INSTRUCTIONAL ASSISTANT, PE**
(Physical Education)
1.0 hour, twice weekly, 8:30 – 9:30 a.m. Mon. & Tue.
(currently at Alice Shaw School)

SALARY: \$15.85 - \$20.22 per hour

QUALIFICATIONS: See job description on reverse side of this Notice.

TO APPLY: Submit an application if one is not on file with the HR Office and/or letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent of Personnel Services, Attention: Classified Personnel. It is the applicant's responsibility to confirm the receipt of their application and/or letter off interest by the classified personnel office.

LICENSES & CERTIFICATES: Current CPR/First Aid certification (or obtain within 30 days)

APPLICATION DEADLINE: Until filled

INTERVIEWS: Selected applicants will be notified
Applicants must follow the above instructions to be considered

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates.

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

WHERE KIDS COME FIRST

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT, PHYSICAL EDUCATION

BASIC FUNCTION:

Under the direction of a Principal, assist a certificated teacher in providing instruction to individual or groups of students in a classroom or playground environment; monitor and report student progress regarding physical education and movement; organize, demonstrate and monitor student games and physical education activities.

REPRESENTATIVE DUTIES:

Provide support to the teacher by setting up nets and other athletic equipment; operate audio-visual and educational training equipment; distribute and collect bats, balls and other items appropriate to the prescribed activity. *E*

Organize, demonstrate and monitor student games, exercises, dances and other movement and physical activities. *E*

Prepare lessons, games and instructional activities as directed by the teacher; monitor and evaluate a variety of physical activities designed to facilitate student physical education; maintain various records related to physical education. *E*

Confer with teachers concerning programs and materials to meet individual student needs; assess and document deficiencies in locomotor and perceptual motor skills and overall coordination. *E*

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining clean and orderly classroom environment. *E*

Direct groups activities of students as assigned; observe and oversee playground and recess activities. *E*

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, ordering supplies and recording grades. *E*

Participate in meetings and in-service training programs as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules and regulations of various sports and athletic activities.

Physical education and appropriate activities for school children.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.
Basic classroom procedures and conduct.

ABILITY TO:

Assist certificated staff with instruction and physical education activities.
Observe, screen, track and evaluate development of motor skills and coordination.
Organize, demonstrate and oversee physical activities in a classroom or on the playground.
Perform clerical duties such as filing, duplicating and maintaining simple records.
Understand and follow oral and written.
Learn the procedures, functions and limitations of assigned duties.
Communicate effectively with children and adults.
Read, interpret and follow rules, regulations, policies and procedures.
Establish and maintain effective working relationships with others.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Oversee and discipline students according to approved policies and procedures.
Operate instructional physical education equipment.
Enlist the support, interest and participation of students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and six months experience in working with school-age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Current CPR and First Aid certification

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor and playground environment.
Subject to adverse or inclement weather conditions.

PHYSICAL DEMANDS:

Seeing to observe students.
Hearing and speaking to communicate with students and instructors.
Dexterity of hands and fingers to operate audio-visual and educational training equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Lifting of athletic equipment.
Standing and walking for extended periods of time.