

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Paraprofessional, Physical Education/Athletics Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-18/CSEA 125 Salary Schedule

(Former Classification: Instructional Assistant-Physical Education/Athletics)

BASIC FUNCTION:

Under the direction of an assigned supervisor, monitor locker room activities and ensure health and safety requirements are maintained to create a safe and high quality learning environment for students, families and staff; assist Athletic Director and Physical Ed Chairperson in preparing physical education and athletic facilities for daily activities and athletic events.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Monitor locker room activities; monitor students while in the locker room according to established procedures and policies; lock and unlock doors to create a safe learning environment for students, families and staff. *E*

Assist the athletic coaches with student activities involving games, sports and various recreational activities. *E*

Set up athletic equipment necessary for daily activities and athletic events to meet the needs of students and site; ensure appropriate equipment and field markings are placed according to established guidelines. *E*

Issue, inventory and clean equipment; maintain various athletic equipment; disassemble and store equipment. *E*

Greet and direct the public, coaches and teams in a reasonable, timely manner to meet then needs of families, students, staff and sites on game days. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school; prefer one year of experience in working with youth in an organized setting.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sports, physical fitness and related equipment.
Health and safety requirements on the playing field and in the locker room.
Accurate record-keeping and inventory techniques.
Interpersonal skills using tact, patience and courtesy.
Proper methods of storing equipment.

ABILITY TO:

Learn the rules and procedures of sports and physical education activities.
Assist with games, sports and physical activities.
Set up sports equipment.
Communicate, understand and follow both oral and written directions effectively.

Establish and maintain cooperative and effective working relationships with a diverse range of people.
Communicate effectively with students and adults.
Monitor students according to approved policies and procedures.
Observe health and safety regulations.
Learn new or updated skills and equipment to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; adverse weather conditions, possible contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, standing for extended periods of time; walking or running over rough or uneven surfaces of an athletic field; bending at the waist and reaching overhead, above the shoulders; seeing to monitor student activities and behavior; carrying, pushing, pulling and lifting heavy objects; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve items from lockers, cabinets and shelves.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions