

# Carroll Independent School District

## Job Description

JOB TITLE:	<b>Aide, Physical Education</b>	Pay Grade:	0P1
Supervisor:	Principal or Designee	Employment Days:	183
Department:	Campus-Based Department	Wage/Hour Status:	Non-exempt

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### MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

### JOB SUMMARY:

This position will assist professional staff in the accomplishment of the goals and objectives of the instructional program in their respective field.

### QUALIFICATIONS:

#### Educational Certification

- Educational Aide Certification; may be obtained after hired
  - **Please note: If hired, candidates will be required to pay for their own fingerprinting and certification fees. The total cost for this is approximately \$70.**
- Completed at least two years of study at an institution of higher education preferred

#### Special Knowledge and Skills

- Effective interpersonal skills
- Excellent oral and written communication skills
- High School Diploma or equivalent.
- Familiarity with rules of basic sports.
- Ability to demonstrate basic motor skills.

#### Experience

- Two years of experience working with children
- Must be at least 21 years old

### MAJOR RESPONSIBILITIES:

- Conduct elementary PE classes daily using games and activities to reinforce skills taught by PE teacher.
- Enforce and document class discipline.
- Assist in evaluating and grading of students' progress.
- Make provisions for the safety of students and promote physical fitness.
- Assist in the organization and preparation as well as share the supervision of Field Day, Jump Rope for Heart, and the Hoop Shoot.
- Maintain PE equipment and keep a current inventory.
- Maintain bulletin boards and keep storage area organized.
- Participate in conferences, staff meetings, in-service meetings, and workshops.
- Supervise students during lunch and recess
- Be adaptable and flexible in acceptance of changes in techniques and procedures.

- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment; standard physical education equipment; other specialized and adaptive equipment used by students

**Posture:** Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking and reaching

**Lifting:** Frequent light lifting and carrying (less than 25 pounds); Occasional heavy lifting (45 pounds or over) moving physical education and other classroom equipment

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Executive Director of Human Resources)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Deputy Superintendent)

Date Created: 7/2003	Date(s) Revised: 5/2022
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