

**SHANDON JOINT UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

Position: Paraeducator Physical Education

Job Description:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students; assist in the preparation of instructional materials; provide routine clerical support. Duties will be commensurate with demonstrated ability, training, education and experience.

Qualifications:

- High School Diploma or equivalent
- AA Degree or equivalent units or pass paraeducator test
- Operation of standard office equipment
- Ability to perform routine clerical work; make arithmetical calculations with speed and accuracy
- Physical ability, using safe and proper techniques to lift up to 25 pounds to shoulder height and 35 pounds to waist height
- First Aid Training Certificate (CPR, AED & First Aid)

Typical Duties:

- Provide instruction in Physical Education, nutrition and health according to in service, instruction and guidance from certificated staff. May direct and/or assist with PE activities under the direction of certificated staff
- Responsible for set up, take down and transporting necessary equipment
- Perform such duties as leading warm-up activities and physical education activities
- Perform a variety of recordkeeping activities including student attendance records, academic records, achievement records and preparation of materials
- Perform student assessment activities including administration of tests, scoring tests and written work and maintaining assessment records
- Perform routine first aid and assist with student medical treatment after proper training
- Tutor students individually or in groups using instructional objectives and lessons developed by certificated staff
- Perform direct classroom instruction to small and large groups of students
- Maintain confidentiality of school records and information

- Assist with the preparation of instructional materials. Perform student assessment activities including administration of tests, scoring tests and written work and maintain assessment records
- Other duties as assigned by supervisor