



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>PHYSICAL EDUCATION / LOCKER ROOM ASSISTANT</u></b>			
<b>DEPARTMENT/SITE:</b> School Site	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit		
	<b>SALARY RANGE:</b> 12 per 2021/2022 Schedule		
	<b>WORK YEAR:</b> 11 Months (206 Days)		
<b>REPORTS TO:</b> Site Administrator	<b>FLSA:</b> Non-Exempt		

#### **BASIC FUNCTION:**

Under the direction of the site administrator, assist a certificated teacher, actively monitor students in a locker/shower room; encourage students to observe fundamental courtesies and all school rules; and assist the physical education teacher during the physical education instructional periods as directed; serve as a role model and develop positive relationships with students. The incumbents in this classification assist in providing students with physical education support and assistance which directly supports student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Monitor students in the locker/shower room at the beginning and end of physical education periods; under the direction of the certificated teacher assist students, individually or in groups, with physical education class activities and games; monitor and reinforce learning concepts.

Maintain and issue physical education and athletic equipment by marking, cleaning, repairing, and storing as necessary; assist in setting up and taking down of equipment and materials as needed.

Perform record keeping and clerical functions; maintain inventory and accurate records of lockers, equipment, and supplies.

Assign lockers and clean out lockers at the end of the school year or when a student vacates.

Secure locker room and assigned equipment; lock and unlock doors.

Assure safety and enforce school rules to prevent students from harm or injury; follow established procedures in the case of accidents or injuries; administer basic first aid and CPR, as necessary.

Communicate with administrators, faculty, and staff regarding student behavior and assigned activities; report incidents involving students to appropriate staff or administrator.

Maintain a lost and found storage area

Administer first aid for minor injuries and provides emergency or necessary care in accordance with

District, State, and Federal requirements.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Policies and procedures of assigned program and activities.

Basic methods of individual and group supervision and behavior management strategies.

Methods of maintaining physical education equipment and related facilities in a safe and clean manner.

Basic first aid and CPR procedures.

Health and safety regulations.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Principles and rules of a variety of sports and activities utilized in physical education.

Inventory and record-keeping techniques.

**ABILITY TO:**

Assure student compliance with physical education classroom and organizational policies, rules, and regulations.

Supervise activities to assure the well-being and safety of students.

Assist and participate in physical education activities.

Assist in planning and implementing activities.

Operate a computer and assigned software.

Be flexible and adapt to changes in routine and duties.

Be reliable in attendance and punctuality.

Prevent or break up student conflicts and fights.

Understand and follow oral and written instructions.

Administer first aid and/or CPR as required.

Establish and maintain cooperative and effective working relationships with others.

Maintain assigned locations in a safe, clean, and orderly manner.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, or equivalent, and at least six months of experience in working with school-age youth in physical activities or sports in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a current certificate in cardiopulmonary resuscitation (CPR), issued by the American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS:**

Standing and walking for extended periods of time to monitor and assist students in assigned areas.

Vision sufficient to monitor student activities.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate assigned equipment.

Regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds with assistance.

Bending, kneeling, squatting, or crouching to assist students.

Physical agility and stamina to move quickly if a situation or emergency requires.

Raise arms above the shoulder to hold a sign upward for several minutes at a time.

**CLEARANCES:**

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 3/95 Rev. 10/99, Reallocated from Range 01/1/21,

Retitled and Revised PC 03/21

10/21 Revised / Reallocated (EH&A / MGT Consulting) / PC & GB: 09/2022