JOB TITLE: PARAPROFESSIONAL (ADAPTIVE PHYSICAL EDUCATION)

JOB DESCRIPTION:

This employee is responsible for assisting the teacher in working with students and is also responsible for material preparation and clerical tasks.

SOLE RESPONSIBILITY FOR THE SUPERVISION OF PUPILS SHOULD NOT BE ASSIGNED TO PARAPROFESSIONALS; THEY SHOULD WORK UNDER THE SUPERVISION OF A MEMBER OR MEMBERS OF THE INSTRUCTIONAL OR ADMINISTRATIVE STAFF AT ALL TIMES.

Duties of this position include but are not limited to:

1. **Assisting the Teacher in:**
   a. Assembling and developing materials for instruction
   b. Supervising students during adaptive PE activities.
   c. Supervising students while they are on school grounds; this would include duty before school, during school, and during intermission periods.
   d. Collecting materials and equipment needed by the teacher.
   e. Assembling, adjusting, and maintaining equipment used in the instructional program.
   f. Operating audio-visual equipment. This duty would include preparing the room for the activity, obtaining the required materials and equipment, the operation of the equipment, and return of all materials and equipment to storage.
   g. Performing other duties as assigned.

2. **Assisting students:**
   a. In the performance of daily tasks which have been assigned by the teacher.
   b. In bodily function needs.

3. **Clerical/secretarial duties:**
   a. Recording grades on the register, report cards, and cumulative folders.
   b. Recording mastery of skills on checklists.
   c. Checking skills students have mastered under the direction of the adaptive P.E. teacher.
   d. Assisting with data collection.

4. **Attending workshops** to improve skills necessary to work with students served in the adaptive PE program.

REQUIRED QUALIFICATIONS:

1. High school graduate or equivalent (SACS requirement).
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2. Ability to relate to children.

DESIRED QUALIFICATIONS:
1. College training in area.
2. Typing and audio-visual skills.
3. Experience in working with mentally handicapped and/or physically impaired students.