

## **INSTRUCTIONAL ASSISTANT**

### **Physical Education/Athletics**

#### **DEFINITION**

Under general supervision of assigned manager/supervisor, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill, and does related work as required.

#### **TYPICAL DUTIES**

Works with students individually or in groups in designated skills areas and monitors their progress. Coordinates, assists and oversees the work of student workers and temporary staff, including attendance, timesheets and scheduling and substitutes for them as needed. Trains students in the use of athletic equipment and appropriate learning skills; confers with the instructor on student progress, class procedures, and instructional methods; assists instructors in such subject areas as football, basketball, baseball, athletic training, fitness and conditioning center or any other area of Physical Education where skills acquisition is needed. Assists in developing procedures, training materials, including syllabi and visual aids. Helps develop and maintain a system of records and student portfolios, files, test scores, follow up etc., in accordance with specific instructions. May provide pre-test and post-test evaluation for students. Assist with oversight of equipment and supplies; and locates, provides and operates appropriate instructional materials and equipment for the instructor and students. Interacts with instructional staff, instructional assistants, and student workers in organizing and maintaining the Physical Education Department and planning the arrival of materials in support of organizational goals; and record equipment and materials in an orderly condition. Clarifies and certifies completion of instructor assignments; assists with scheduling of students into lab section. May assist with coordination and oversight of the laboratory facility; serves as assistant to the instructor in the class and/or in the laboratory as needed. Assists faculty and staff with student conferences and laboratory or field research, student work out programs; and performs related duties as required.

#### **QUALIFICATIONS**

##### **EXPERIENCE**

One year of experience related to the physical education or athletics (i.e., coaching, weight trainer, personal skill in college team sport participation, or personal skill in fitness and conditioning training). (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

##### **EDUCATION**

Completion of an Associate's degree in Physical Education, Kinesiology, Physical Rehabilitation, or related discipline; **OR**, 60 semester units (90 quarter units) with 18 units in Physical Education, Kinesiology, Physical Rehabilitation, or related discipline.

##### **SPECIAL REQUIREMENT**

Any offer of employment will be contingent upon the successful completion of a medical evaluation.

### **KNOWLEDGE OF**

Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group training and individual tutoring techniques, and design of individual development plans. Knowledge of Physiology and Anatomy. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of administrative and clerical procedures, word processing, filing, and records management systems. Knowledge of coaching methods and procedures in area of athletic assignment; and a basic understanding of care and prevention of athletic injuries.

### **SKILL IN**

Skill in training others in the area of physical education; motivating students to become physically fit; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; generating a number of different approaches to problems; and observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in working with new material or information to grasp its implications and finding ways to structure or classify multiple information. Skill in managing one's own time and the time of others; communicating effectively with others orally in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual, multi-cultural environment.

### **ABILITY TO (ESSENTIAL FUNCTIONS)**

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; and quickly make sense of information that seems to be without meaning or organization. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications. The ability to operate equipment associated with the subject area to which the position is assigned. The ability to read and understand information and ideas presented in writing; and work with students having cultural and academic diversity. The ability to assist small groups of athletes interested in acquiring team skills; and organize and disseminate information in the area of assignment, i.e., football, basketball, baseball, fitness and conditioning center.

### **PHYSICAL AND ENVIRONMENTAL FACTORS**

Ability to pick up, move, carry and place weight training supplies. Ability to move or assist in moving large pieces of weight training and cardiovascular equipment. Ability to perform weight training and cardiovascular maneuvers to demonstrate use of equipment to Fitness and Conditioning Center users.

### **TYPICAL EQUIPMENT USED (May include, but not limited to)**

Equipment used in the Physical Education department, sports equipment, weight training, cardiovascular fitness, fitness testing, various computer software, computer, printer, fax machine, calculator and copier.