

Job Title	Part Time Instructional Aide, PE
Salary	\$15 an hour
Anticipated Start Date	Fall 2018
Location	Fallon, Nevada (60 miles east of Reno)
Job Description	<p><u>General Position Summary</u> Plan and supervise P.E. activities for all students grade K-8. Classes are generally held from 10:30-11:15, 12:00-4:00. Hours do vary by day of the week.</p> <p><u>Essential Functions and Responsibilities</u></p> <ul style="list-style-type: none"> ● Uphold board policy, school procedures and rules and is supportive of them to the public. ● Maintains appropriate work habits, including regular and punctual attendance. ● Establish and maintain cooperative relationships with other staff members. ● Shares responsibility during the school day for the supervision of students during P.E. ● Works with the teacher in providing for the supervision of assigned students when circumstances require. ● Oversees P.E. including the planning of age appropriate activities in accordance with Nevada Physical Education Standards. ● Genuinely enjoy working with children and helping them develop and learn. ● Maintain accurate records as assigned by classroom teachers. ● Communicate and interact with all school students, families and personnel in a professional manner ● Abide by policies and procedures to maintain compliance with FERPA regulations. ● Notify Administrator of planned absences ahead of time. Two weeks of notice is expected for extended time away (longer than 48 hours) so that adequate coverage can be arranged. ● Satisfactorily perform other duties as assigned. <p><u>Required Experience and/or Education.</u></p> <ul style="list-style-type: none"> ● Previous work with children in a coaching role preferred. <p><i>All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position have been excluded. Requirement, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by administrator as deemed appropriate.</i></p>
Administrator	Rochelle Tisdale