



LA JOYA INDEPENDENT SCHOOL DISTRICT  
201 East Expressway 83  
La Joya, TX 78560

**Job Title:** Physical Education Assistant      **Wage/Hour Status:** Non-Exempt  
**Reports to:** Campus Principal      **Pay Grade:** Clerical/Paraprofessional Employee  
Pay Grade 1  
**Dept./School:** Assigned Campus      (\$13,987.60 - \$20,869.20)  
**Initiated Date:** September 20, 2002  
**Revised Date:** April 7, 2011

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**District Primary Purpose:** To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

**Department Primary Purpose:** Assist the physical education staff in the daily routines related to running the physical education program.

**Qualifications:**

**Education/Certification:** High School Graduate, or GED, and (48 college hours) 2 years postsecondary education.

**Experience/Knowledge:** Ability to communicate effectively  
Ability to work well with children  
Apply sound decision-making procedures  
Establish good working relationships with physical education teachers and staff  
Initiating responsibility on designated instructional assignments to students

**Major Responsibilities and Duties:**

1. Help with inventory, care, and maintenance of equipment.
2. Supervise small group activities in the gymnasium as directed by the physical education teachers in charge.
3. Accompany any student that is hurt or feeling ill during physical education activities to the school nurse's office.

4. Keep the physical education teacher informed of special needs or problems of individual students.
5. Assist in maintaining discipline among students.
6. Participate in staff development training programs to improve job performance.
7. Provide orientation and assistance to substitute teacher.
8. Help the physical education teacher keep administration records and requires reports.
9. Help supervise students throughout the school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
10. Perform other duties as assigned.

**WORKING CONDITIONS:**

**Mental Demands:**

Reading; ability to communicate effectively (verbally and written), maintain emotional control under stress.

**Physical Demands/Environmental Factors:**

Moderate standing, stooping, bending, and lifting. Work outside and inside; exposure to hot and cold temperatures; exposure to dust.

POSITION WORKING DAYS: 187 Days

DATE POSTED:

DEADLINE: Until Filled

*All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. ([www.lajoyaisd.com](http://www.lajoyaisd.com))*

*Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. ([www.lajoyaisd.com](http://www.lajoyaisd.com))*

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_