



Prestonwood Christian Academy

Job Description

Position: **LS Physical Education Aide, Part Time**
Classification: **Hourly, Non-Exempt**

Reports to: **Lower School Principal**
Schedule: **Average 25 hours week**

Mission: To assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

Duties and Responsibilities:

- Assist and support the PE teacher in any way possible with classroom activities, classroom control, room setup, and clerical responsibilities
- Help with gym organization and clean up
- Assist children to restroom, clinic, office, etc
- Always available to PE teacher during class and planning period
- Maintain professional and technical knowledge by attending workshops; reviewing professional publications, and/or participating in professional organizations (25 PIU's earned during school year)
- Professional attitude with regards to parents; allowing the teacher to discuss any behavior or academic problems with the parents and allowing the teacher to meet with parents for conferences
- Maintain professionalism in regards to making any personal phone calls or taking care of personal business during time scheduled to be with your class and/or teacher
- Other duties as assigned by the Principal

Qualifications/Skills:

- College degree and/or Aide experience preferred
- Good communication skills
- Flexibility and patience in times of stress

Physical and Mental Requirements and Work Environment Conditions:

- Ability to lead students in physical activities by modeling physical education skill
- Standing and walking for sustained periods of time – moving about on foot for lecturing and monitoring students in the classroom, as well as throughout the building and playgrounds
- Talking – expressing ideas by means of the spoken word to convey instructions to students/parents and co-workers accurately, loudly or quickly
- Hearing – ability to perceive sounds at normal speaking levels with or without correction and to receive detailed information through oral communication
- Stooping, crouching, crawling and kneeling – ability to assist small children with various needs

- Climbing, Reaching, Pushing, Pulling and Lifting – ability to pick up small children as need as well as for classroom set up purposes; occasional lifting between 30 – 50 pounds
- Repetitive motion of the wrists, hands and fingers
- Environment is primarily indoors in a gymnasium environment as well as intermittent outside weather conditions, including extreme heat and cold
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts

Schedule & Other Considerations:

- Part Time Aide Schedule:
 - Monday – Friday
 - 8:30 am daily start time – end time will vary by the day of the week schedule
 - 25 average hours per week during school year
- Tuition Benefits: 50% off youngest enrolled student
- No Insurance Benefits