



ADAPTED P.E. CLASS ASSISTANT, DE ANZA COLLEGE

SALARY GRADE: [C2-30](#)

POSITION CHARACTERISTICS:

Position reports to the Supervisor, Disability Support Programs & Services at De Anza College. Eleven (11) month or Academic Days Only (ADO) assignment. Monday through Friday, times to be determined based on class schedule and enrollment. Hours and schedule will vary from quarter to quarter; not to exceed eighteen (18) hours per week.

DUTIES:

1. Assist students with disabilities with their personalized exercise program.
2. Participate in periodic in-service trainings and apply learned skills.
3. Assist in the proper set-up and takedown of adapted equipment.
4. Assist instructors with the design of course materials.
5. Assist in the proper operation and maintenance of adapted exercise equipment.
6. Notify the classroom instructor or the Adapted Physical Education (APE) Specialist of any medical symptoms arising with enrolled students.
7. Assist in maintaining accurate and timely records.

MINIMUM QUALIFICATIONS:

High School graduate; Enrollment in De Anza College's Massage Therapy or similar program; or satisfactory work or educational experience in community college Adapted Physical Education or related field; one year successful experience working as an exercise assistant in a community college Adapted Physical Education Program or demonstrated ability to perform required tasks and skills of an intermediate/advanced nature

EMPLOYMENT STANDARDS:

Knowledge of:

1. Record-keeping techniques.
2. Oral and written communication skills.
3. Interpersonal skills using tact, patience and courtesy.
4. Basic swimming techniques.

Ability to:

1. Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.
2. Establish and maintain cooperative and effective working relationships with others.
3. Perform semi-skilled tasks in assigned work area with minimal training.
4. Work with some independence under general supervision.
5. Lift supplies and objects required of specific job assignments.
6. Demonstrate basic swimming techniques.

WORKING CONDITIONS:

Environment:

1. Office/classroom environment.
2. Outdoor environment.

Physical Abilities:

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.
4. Ability to lift up to fifty pounds.

EEO Code: H-50

Date Created: November 2004; Revised: January 2014