

TITLE: Lab Assistant, Adapted Physical Education**CLASSIFICATION: Classified****SALARY GRADE: C08****SCOPE OF POSITION:**

Works directly with students under the general supervision of instructors to perform or demonstrate a variety of adapted physical activities within the Kinesiology, Dance & Athletics (KAD) Department. Ensures the safe and proper execution of activities and maintains equipment and facilities.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees and ensures the safe execution of adapted physical activities in laboratory settings.
2. Sets up, calibrates, maintains, and sterilizes the equipment used by students.
3. Curates program activities based on the individual needs of students to model the principles of functional fitness.
4. Researches new developments in the assigned area. Consults with instructors to modify and incorporate changes into lab activities.
5. Confers with students regarding classroom or lab progress. Tutors students individually and in groups related to instructional subject matter.
6. Orders supplies and equipment. Receives, stores, issues, and maintains supplies.
7. Implements departmental policies and procedure to comply with local, state, and federal health and safety and hazardous waste/materials regulations. Enforces safety procedures and inspects and/or tests safety equipment and supplies. Responds to emergencies including injuries.
8. Organizes special events and completes special projects.

KNOWLEDGE OF:

1. Specific subject matter and theoretical principles of the area to which assigned.
2. Materials, tools, equipment, and supplies used in physical activity or a physical education.
3. Physical Education laboratory methods, practices, and techniques.
4. Materials and equipment used in the repair, calibration, and maintenance of technical laboratory equipment.
5. Current and developing environmental health and safety regulations and advances in the area assigned.
6. Principles, practices, and environmental health and safety regulations necessary to properly use and dispose of hazardous materials.
7. Principles of record keeping.
8. Technical knowledge of basic web accessibility tools and document remediation.

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KNOWLEDGE OF – Continued

9. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
10. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Assist a diverse range of students with a variety of physical and intellectual needs.
2. Maintain computerized records, databases, reports, and files.
3. Interpret and apply policies and procedures, rules, and regulations.
4. Work independently with minimal supervision.
5. Perform routine and analytical work needed to prepare equipment and materials for laboratory demonstrations in the area assigned.
6. Operate, demonstrate, maintain, troubleshoot, repair, and/or calibrate technical laboratory equipment.
7. Research, adapt, and apply methods, practices, and techniques common to area assigned.
8. Handle, store, and dispose of hazardous materials.
9. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
10. Communicate effectively, both orally and in writing.
11. Exercise appropriate judgement in interactions with others and with work processes.
12. Interact with the public in a helpful, courteous, and professional manner.
13. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate's degree in kinesiology or a closely related field of study required.

EXPERIENCE:

1+ year of related experience required.

OTHER REQUIREMENTS:

- Current and valid CPR/first aid certification.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).