



**HESPERIA UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

ATHLETIC PE ATTENDANT

Job Purpose Statement: The job of Athletic PE Attendant is done for the purpose of monitoring locker room activities, maintaining equipment and supplies utilized in the physical education program, and assisting the Physical Education Department staff.

Essential Job Functions:

- **Cleans** towels, uniforms, equipment, and locker room to ensure their availability for use
- **Controls** equipment distribution, including receiving and verifying orders, to ensure availability for use
- **Inventories** PE department equipment, supplies, and materials to verify stock on hand and identify and reorder needed supplies
- **Maintains** various records (e.g. loaner uniforms, locks issued, etc.) to document use of items and maintain accurate inventory
- **Monitors** locker room activities to maintain security for students, personal items, and equipment
- **Responds** to inquiries from students, teachers, and other staff to provide information and/or direction as may be required

Other Job Functions:

Administers basic first aid of students, as required, to address immediate medical needs of students
Assists other PE personnel, as needed, to support them in the completion of their work activities

Job Requirements - Qualifications:

Knowledge, Skills, and Abilities:

Knowledge is required to perform basic math; to read procedures; to write complex sentences and to speak distinctly; and to apply common sense understanding of detailed multi-step instructions.

Skills are required to perform multiple specialized technical tasks. Specific skills include: communicating with persons of varied cultural and educational backgrounds; operating standard office equipment; performing basic first aid; and preparing and maintaining accurate records.

Abilities are required to deal with a level of complexity of tasks that require significant discretion, independent action and/or judgment when working with people and interacting with persons and/or agendas that frequently change. Specific abilities include: adhering to safety practices; meeting deadlines and schedules; and working under time constraints.

Working Environment: The job functions are generally performed in an indoor/outdoor environment, requiring the following significant physical abilities: lifting a minimum of 50 lbs.; stooping, kneeling, and/or crouching; reaching, handling, fingering and/or feeling; sensory speaking, hearing and visual. Employees must be able to work at heights using a ladder.

Educational Requirements: A high school diploma or equivalent is required.

Experience Requirements: Some job-related experience is a prerequisite.

Licensing, Certification, Testing Requirements: Fingerprint/criminal justice clearance; Tuberculosis clearance; a valid driver's license; and evidence of insurability are required. CPR and First Aid Certificates (certificates from internet courses are NOT acceptable) are also required.

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