

# Psychomotor Coordinator



**Purpose:** To coordinate the psychomotor program for grades K-3. The psychomotor program is designed to help children learn basic coordination and gross motor skills and encourage physical activity.

**Prerequisite/Requirement:** None

## Job Responsibilities

- Coordinate yearly schedule with teacher liaison in late summer.
- Find and train parent assistants.
- Coordinate scheduling with teachers and parent assistants.
- Coordinate list of weekly psychomotor activities for parent assistants
- Create and distribute contact lists of psychomotor assistants and parent substitutes.
- Coordinate use of space with front office staff, adaptive PE teacher, and principal.
- Facilitate the preparation of student evaluations at the beginning of the year (late Sept/early Oct) and in April before final parent conferences; give to teachers.
- Maintain copy of student evaluation forms by teacher.
- Facilitate referrals for students who need additional skills training in a particular area, notify student's teachers.
- Monitor equipment needs and repairs.
- Keep list of equipment stored in the closet.

**Financial Responsibility:** None

**Hours recording procedure:** Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO. Note: When teaching psychomotor, hours are earned and recorded separately as specialized aid.

**Hours earned:** 15

**Reports to:** Principal/K-2<sup>nd</sup> Grade Reps

**Term:** August to June

**Selection Process:** Elected by General Membership

Candidates

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**Revised 5/23**