

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 a 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 a 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.

Hours earned: 15

Reports to: Principal/K-2nd Parent Representatives

Term: August to June

Selection Process: Elected by General Membership

Revised 5/24