

Psychomotor Lead Aide



Purpose: To facilitate 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

- Set up psychomotor stations and instruct volunteers two mornings per week (Monday and Wednesday 8:45-11:30).
- Assist with ensuring enough psychomotor assistants or parent substitutes are scheduled to attend each day.
- Assist with finding and training parent assistants.
- Maintain equipment and alert psychomotor coordinator of any program equipment needs.
- Assist with coordination of use of space with front office staff, adaptive PE teacher, and principal.
- Co-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: 10 (plus hours earned during class)

Reports to: Principal/K-2nd Parent Representatives

Term: August to June

Selection Process: Elected by General Membership

Revised 5/24