



Pasadena Elementary School “Hawk-Eye” PE Leader Handbook

This handbook lists many important reminders to help you in your duties as a physical education leader at our school! Always set a positive example to all who observe your actions. You have been selected as a leader and have a responsibility to your school, classmates and the Plainview-Old Bethpage community.

As a PE leader there are many different types of equipment you will be handling, including our speaker system. So, make sure if this is a job you would like to commit to, you go to a training session and work together with your fellow members.

One of our goals as a physical education department is to maximize all of our equipment and do everything we can to promote a healthy and active lifestyle! As a PE leader you can be a part of improving your fellow student’s physical education experience. So, read this handbook, talk to your parents, and see if this is a position you are interested in!



Responsibilities of the PE Leader:

- Attend a training session prior to being assigned to a position.
- Respect parents, your teachers and other PE leaders.
- Be polite at all times.
- Be at your assigned post on time.
- Pay attention to the task.
- Carefully move the equipment.
- Attend PE helper meetings, if applicable.
- PE leaders require the members to do a rotation, depending on the number of students in the program.

Be at Your Station on Time

Pasadena Elementary students need your help to set up the gymnasium, so we can use all of our time in class. Do your best to help them!

PE Leader Hours:

Morning Hours: 9:05 am to 9:20 am

Afternoon Hours: 3:05 pm to **your** departure

****There is no need to have parents drop you off at school early in the morning. You will go to your post when you arrive at school.**

When on Duty

PE Leaders Should:

- Read the whiteboard or ask one of the physical education teachers what equipment to bring out to the gym.
- Set up the speaker system with another PE leader on the stage.
- Put out or bring in required equipment for the day.
- Check with a PE teacher to see if there is anything else to do, then go back to your classroom.

Be a Good Leader

Every PE leader should set a good example by participating and doing the right thing in their physical education classes and recess. The purpose of your position is to assist our physical education program and maximize all of our equipment.

Good PE Leader Checklist:

- Report for duty on time.
- Always set a good example.
- Be dependable and trustworthy.
- Be courteous and polite at all times.
- Treat others as you would like to be treated.
- Read the whiteboard for which equipment is needed for the day
- Ask the PE teacher what is needed of you for the day
- Work together with other PE leaders

Pasadena “Hawk-Eye” PE Leader Contract

I, _____ (student name), have read the Handbook and will fulfill it to the best of my abilities. I will support my fellow students in fulfilling my duties as a Pasadena “Hawk-Eye” PE Leader.

Student Signature

Date

Parent/Guardian Signature

Date

