

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

ADAPTED PHYSICAL EDUCATION SPECIALIST

General Purpose:

An Adapted Physical Education Specialist is responsible to the County Superintendent and works under the direct supervision of the designated special education manager. The Adapted Physical Education Specialist provides instruction to students who may not safely or successfully engage in the physical education program with their peers.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Collaborates with Individual Education Plan (IEP) team members in regards to the students' progress.
- Notifies case manager, completes and sends appropriate forms to parent or case manager, prepares report and provides copies to case manager, drafts goals, updates present levels and progress; when assessment or IEP is required at least three work days in advance of IEP.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and record any changes as they occur to ensure accurate IEP scheduling.
- Contacts parent and case manager and obtains a signed excusal form when unable to attend an IEP meeting.
- Sets up observations/home visits for transition IEP's.
- Diagnoses and programs instruction for individual learners.
- Instructs students individually or in groups.
- Plans, administers, and interprets student evaluations.
- Prepares written reports as required.
- Develops and maintains positive working relationships with parents, guardians, and significant others.
- Works closely with other members of the program staff to develop and maintain curriculum and standards.
- Participates in transition plans for students moving to other environments.
- Works cooperatively with personnel from the student's district of residence and/or outside agencies providing service to the student and family.
- Participates in professional growth activities such as conferences, classes, staff meetings and visitations.
- Provides training, direction and supervision for assigned ancillary staff.
- Requisitions materials and supplies in a timely manner.
- Maintains attendance accounting, submitting this and other required reports in a timely manner.
- Periodically evaluates program to ensure it is providing for the needs of students.
- Refers students to other services when requested or needed.
- Maintains contact with parents throughout year to keep up with child's growth and any problems which may arise.
- Encourages parents to do reinforcement activities at home with child.
- Contacts nurses for update on medication changes and health of students at beginning of each year and throughout year.
- Remains available to consult with principals and teachers regarding child's needs and progress.

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- Complies with the rules and regulations set forth in the California Education Code; Title V; Procedures and Policies of the Placer County Office of Education; and policies of the local district(s) as assigned.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- Required level of education in order to obtain the appropriate authorization from the California Commission on Teacher Credentialing (CTC) for the position.

Experience:

- Professional training and paid or volunteer experience working with individuals with disabilities.

Knowledge, Skills and Abilities:

- Knowledge of subject area and current instructional methodologies and techniques associated with the motor impaired or other health impaired child.
- Knowledge of growth and development of children, preschool through adolescence.
- Skills in communication, especially the ability to listen.
- Skills in administration, analysis, and interpretation of a variety of assessment measures.
- Ability to teach students of a wide variety of levels and age ranges.
- Ability to work effectively with parents, community and education colleagues in and outside the program.
- Ability to function as a positive, contributing member of an educational team.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess an appropriate California teaching credential authorizing the holder to teach Adapted Physical Education.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves continuous contact with staff, and representatives of other agencies.

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Physical Requirements:

- The usual and customary method of performing the job's functions requires the following physical demands: frequent lifting with the ability to lift 50 pounds; sufficient strength to lift non-ambulatory students, and lift and move adaptive equipment; carrying, pushing and/or pulling.
- Frequent stooping, kneeling, crouching, and reaching.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Facility to drive an automobile.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education and experience

Reviewed and Approved:

Supervisor: _____

Date: 9-25-09

Human Resources: _____

Date: 9/25/09