



ADAPTED P.E. CLASSROOM ASSISTANT

SALARY GRADE: [C1-30](#)

DEFINITION:

Reporting to an assigned supervisor, perform a variety of instructional program support services for adults with congenital and/or acquired disabilities. Provide support for Adaptive Physical Education (A.P.E.) instructors and program; and perform related duties as required or assigned.

Incumbents may be assigned duties in support of instructors in specialized small group classes or in support of the overall instructional program. The instructor(s) or the A.P.E. Specialist provides work guidelines and direct classroom supervision; however, day-to-day activities require the use of independent initiative and judgment. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, and possessing the manual dexterity to effectively use physical education related equipment and to handle and work with various materials and objects are important aspects on this job.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Assist instructional personnel in the implementation of physical education instructional activities following a prescribed plan developed by instructional personnel.
2. Assist students during the performance of instructional activities which may involve assisted walking, getting on or off equipment, or in and out of wheelchairs; confers with students regarding progress.
3. Assist with two person transfers.
4. Train student and others in the safe and proper use of specialized physical education equipment; assist with use as needed; answer students' questions regarding exercise and related exercise programs.
5. Notify the classroom instructor of the A.P.E. Specialist of any medical symptoms arising with enrolled students.
6. Coordinate materials, equipment, facilities and supplies for classes.
7. Set up, install, maintain and service equipment, materials and supplies used in classes; assist with the distribution and arrangement of equipment and other related materials.
8. Maintain physical environment and condition of the facility and equipment; may order or arrange for the ordering of lab supplies and equipment; receive, store, issue and maintain supplies.
9. Participate in activities, specialized workshops and special events.
10. Participate in periodic in-service training and apply learned skills.
11. Maintain accurate and timely records.
12. May assist with job duties and assignments at the adapted P.E. pool.
13. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Principles, theories, practices, methods and equipment common to group activities used in adaptive physical education.
2. Safety practices for individuals with disabilities.
3. Basic instructional methods and procedures suitable for individuals with physical disabilities.
4. Techniques for communicating with individuals with diverse academic, ethnic, socio-economic and cultural backgrounds including persons with disabilities.
5. Routine record management, storage, and retrieval procedures.
6. Interpersonal skills using tact, patience and courtesy.
7. Operation of a computer and other office equipment.
8. Record-keeping techniques.
9. Oral and written communication skills.
10. Basic swimming techniques.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Establish and maintain cooperative and effective working relationships with others.
3. Perform semi-skilled tasks in assigned work area with minimal training.
4. Work with some independence under general supervision.
5. Lift supplies and objects required of specific job assignments.
6. Demonstrate basic swimming techniques.
7. Identify student needs and explain exercise plans and alternatives.
8. Maintain current knowledge of rules, regulations, requirements and restrictions.
9. Learn, interpret, apply and explain policies, procedures, rules and regulations; comprehend when and how to make appropriate referrals.
10. Communicate effectively both orally and in writing.
11. Maintain records and prepare reports.
12. Operate a computer and other office equipment.

Education and Experience

Any combination equivalent to:

1. Equivalent to the completion of the twelfth grade.
2. One (1) year experience working in an adapted physical education program.

Preferred Qualifications:

1. College-level coursework in special education, adaptive physical education, physical therapy or a related field.
2. Work experience in a higher education environment.

LICENSES AND OTHER REQUIREMENTS:

1. First Aid certification.
2. Cardiopulmonary Resuscitation (CPR) certification.

WORKING CONDITIONS:

Environment:

1. Gymnasium or physical therapy setting.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects between 50 to 100 lbs.

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