



ADAPTED PHYSICAL EDUCATION SPECIALIST

SALARY GRADE: [C1-46](#)

DEFINITION:

Under the direction of an assigned supervisor, participate in the coordination of the Adapted Physical Education program; facilitate faculty and staff in administering exercise programs to physically disabled students; train and provide work direction to assigned staff.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

1. Participate in the coordination of the Adapted Physical Education program.
2. Facilitate faculty and staff in administering exercise programs to physically disabled students; assist faculty in programming, monitoring and evaluating disabled students.
3. Recruit, interview, schedule, train and evaluate student assistants and interns.
4. Conduct in-service training for assistants; prepare materials and demonstrate proper techniques for exercise programs; assist faculty in providing students with proper student assistants.
5. Prepare and monitor payroll budget; perform record-keeping duties as assigned.
6. Coordinate and maintain student assistant attendance records; assist with registration process as necessary.
7. Update and maintain student assistance procedures, rules and regulations; maintain current knowledge of State regulations relating to assigned program.
8. Operate a variety of exercise equipment including weights, standing frames, parallel bars, treadmill, stationary bicycle and other equipment.
9. Assist in collecting and monitoring faculty Student Educational Contract (SEC) processes.
10. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Anatomy and physiology terminology.
2. Adapted exercise procedures, exercise equipment operation and physical education terminology.
3. Exercise procedures and practices for specific disabilities.
4. Operation of various exercise equipment.
5. Principles of training and providing work direction to others.
6. Oral and written communication skills.
7. Interpersonal skills using tact, patience and courtesy.
8. Record-keeping techniques.
9. Basic instructional practices.

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. Assist faculty and staff in administering proper exercise programs to the physically disabled.
3. Train and provide work direction to assigned staff.
4. Conduct in-service training for assistants.
5. Plan a budget and maintain budgetary controls.
6. Operate a variety of exercise equipment.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.
9. Maintain records and prepare reports.
10. Meet schedules and time lines.
11. Plan and organize work.
12. Work independently with little direction.

Education and Experience

Any combination equivalent to:

1. Associate's degree in physical education or related field
2. Two (2) years experience adapted physical education experience.

WORKING CONDITIONS:

Environment:

1. Indoor and outdoor work environment.

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 exercise equipment.
3. Seeing to read various materials and monitor students.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 60 lbs.

Date Approved: March 1, 1999; March 13, 2013

EEO Code: H-50