



## **ADAPTED PHYSICAL EDUCATION CLASS ASSISTANT**

### **DEFINITION**

Under general supervision, performs a variety of instructional program support services for students with congenital and/or acquired disabilities; provides support for Adaptive Physical Education (A.P.E.) instructors and program; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Supervisor, Disabled Student Programs and Services. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class that assists students with physical disabilities through an exercise program developed by the A.P.E. instructor. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Adapted Physical Education Specialist in that the latter has responsibility for the coordination of the A.P.E. program and provides work direction to assigned staff.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Implements student activities and exercise routines planned by Adaptive Physical Education instructors.
- Provides assistance to students in various forms of exercise such as range of motion stretching, gait training, and strength development using appropriate techniques and equipment on a group or one-on-one basis.
- Assists students with getting in and out of wheelchairs, on and off exercise equipment, and two-person transfers.
- Sets up, organizes, cleans and maintains equipment, apparatus and materials to provide a safe and clean environment for student activities.
- Monitors and observes students in class to ensure safety; notifies A.P.E Specialist and/or instructor of any distress or medical symptoms that may arise.
- Keeps timely and accurate records.
- Participates in training, specialized workshops, special events and activities.
- Assists students with calling the College's Mobility Assistance Driver when needed.
- Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Safety practices for individuals with disabilities.
- Principles, practices, theories, methods and equipment commonly used in Adapted Physical Education.

- Basic methods and techniques of preparing and maintaining athletic facilities and equipment in a safe, clean, sanitary, and orderly condition.
- Record keeping principles and procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

**Ability to:**

- 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.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Understand and follow all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and one (1) year of experience working in an adapted physical education, kinesiology, and/or massage therapy program.

**Licenses and Certifications:**

- First Aid certification.
- Cardiopulmonary Resuscitation (CPR) certification.

**PHYSICAL DEMANDS**

Must possess mobility to work in an athletic facility and in a standard office setting and use athletic and standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina, strength, and mobility to perform medium to heavy physical work. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the equipment

mentioned above. Positions in this classification frequently bend, stoop, kneel, reach, climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in the gymnasium with occasional loud noise levels, controlled temperature conditions; and no direct exposure to dust, fumes and/or allergens. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire.

**Salary Grade:** C1-41

**FLSA:** Non-Exempt

**EEO Code:** H-50

**Board Approved:** April 2021