



ADAPTED PHYSICAL EDUCATION SPECIALIST

DEFINITION

Under general supervision, participates in the coordination of, and provides support for, the Adaptive Physical Education (APE) program; administers instructional exercise programs designed by faculty for students with congenital and/or acquired disabilities; provides work direction to assigned staff; 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 is responsible for the coordination of students and staff in the APE program. 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 Classroom Assistant in that the latter's principal responsibility is to assist students with disabilities to perform exercises designed by the instructor.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Coordinates staff, interns, and volunteers working in the APE program.
- Administers student activities and exercise programs developed by APE instructors.
- Assists faculty in programming, monitoring, and evaluating disabled students.
- 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; leads group exercise sessions.
- Assists students with getting in and out of wheelchairs, on and off exercise equipment, and two-person transfers.
- Recruits, hires, trains, schedules, evaluates, and directs student workers, interns, and volunteers; reviews and maintains attendance records.
- Oversees the work and assists in the scheduling of staff.
- Maintains and cleans gym equipment, requests replacement or repair of broken or outdated items, and coordinates installation and removal; replenishes supplies.
- Keeps timely and accurate records.
- Participates in training, specialized workshops, special events, and activities.
- Assists students in the registration process as needed.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Anatomy and physiology terminology for general and various physical or developmental disabilities.
- Exercise procedures and techniques, exercise equipment operation, and physical education terminology used in APE.
- Safety practices for individuals with disabilities.
- 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.
- Assist faculty and staff in administering appropriate exercise programs for students with disabilities.
- Select and supervise student workers, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Understand scope of authority in making independent decisions.
- 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 an Associate's degree in physical education or related field and two (2) years of experience working in an adapted physical education 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: C1-47

FLSA: Non-Exempt

EEO Code: H-50

Board Approved: April 2021