

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION

COORDINATOR OF ADAPTED PHYSICAL EDUCATION

POSITION: Coordinator of Adapted Physical Education

REPORTS TO: Supervisor of Special Education

LOCATION: Department of Special Education

NATURE OF WORK:

This is a professional position to provide exemplary education, guidance, and encouragement to empower general physical education teachers, paraprofessionals and other district personnel to meet the unique challenges of individuals with disabilities in the area of physical education, sports, and recreation. This position also provides a developmental physical education program for individuals with disabilities enabling them to successfully participate in the most integrated physical education setting possible while building a foundation for a physically active lifestyle.

ESSENTIAL FUNCTIONS:

- Monitor the implementation of local, state and federal policies and regulations for the Adapted Physical Education (APE), Corollary Sports and Physical Activities for Lifetime Sports (PALS) programs;
- Coordinate with general education physical education teachers providing direct service to students with disabilities (SWD); and
- Coordinate and be a liaison between Special Education and Physical Education personnel.

DUTIES AND RESPONSIBILITIES:

- Support teachers in designing Units and Lesson Plans in accordance with Individualized Education Plans (IEPs) and the functional abilities and needs of students that support inclusive practices;
- Provide feedback to appropriate staff and supervisors as to the effectiveness of the Adapted Physical Education, Corollary Sports and Physical Activities for Lifetime Sports (PALS) programs with the recommendation for improvement and/or change;
- Attend state, local and school system meetings and conferences as a representative to disseminate and receive instructional and curricular information;
- Complete local and state reports related to APE and Corollary Sports and assists with local and state reports related to Physical Education, Health, and Athletics;
- Support site-based instructional practices that ensure students have access to general education curriculum;
- Coordinate the Life Enrichment Field Trips for recreation and leisure activities with community organizations;
- Assist physical education teachers in providing evidence of learning through the use of: task analysis, standardized Physical Education assessments, teacher observation, and authentic assessments;

- Promote and support personnel (paraeducators and peer tutors) to assist in providing specially designed instruction;
- Assist with curriculum and assessment writing in the areas of Physical Education, Health, and APE;
- Develop a system-wide paraeducator training program for adapted physical education;
- Collaborate and conduct training and staff development activities for the Physical Education teachers for differentiated adapted physical education and development of Individualized Education Plans (IEPs);
- Assist with the design and implementation of professional development for Physical Education, Health, and APE staff; and
- Maintain inventory of instructional equipment, materials, and products for the APE and Corollary Sports programs.

QUALIFICATIONS:

- Master of Science in Physical Education;
- Administration and Supervision Certification *preferred*;
- Minimum of five years of successful school-based experience;
- Demonstrate knowledge of assessment, curriculum, and technology designed for students with Adapted Physical education disabilities;
- Demonstrated ability to develop and train Physical Education Teachers to implement APE instruction;
- Demonstrated ability to develop and present professional training opportunities for professional staff; and
- Demonstrated ability for effective written and oral language skills.

TERM OF EMPLOYMENT:

Eleven-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the exempt certificated salary schedule for 11-month EASMC employees.

BARGAINING UNIT ELIGIBILITY: EASMC