DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title: Adapted Physical Education Specialist (APE) **Wage/Hour Status:** Exempt

Reports to: Special Education Director or Designee **Date Revised:** 10/09/2024

Dept./School: Assigned Campus

Primary Purpose: Provide direct and consultative APE services to students with disabilities who are currently served in Duncanville ISD, including assistance to promote recreation/leisure skill development through Special Olympics. Support activities and purpose of IDEA-B funding requirements for students with disabilities.

Qualifications:

Education/Certification:

- Bachelor's degree from accredited university
- Required Valid Texas Teaching PE Certification
- Valid Texas teaching certificate with required special education endorsements for assignments

Special Knowledge/Skills:

- Knowledge of special needs of students in adapted physical education (APE)
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation
- General knowledge of curriculum and instruction
- Proficiency in adapting curriculum for special needs students.
- Strong communication and problem-solving skills.
- Ability to administer and interpret adapted PE assessments.
- Organizational skills for training activities and collaboration on special needs students' physical and recreational development.
- Experience working with diverse student disabilities.
- Maintain a professional relationship with peers, students, and school staff.

Experience:

- Student teaching, approved internship, or related work experience in adapted physical education or special education services.

Major Responsibilities and Duties:

Instructional Strategies

- Remain abreast of training and developments in adaptive physical education services for students with disabilities.
- Provide consultative adaptive physical education services for students with disabilities across all grade levels.
- Administer evaluations and prepare reports using district-provided formats, aligning with the ARD/IEP process.
- Document student progress every nine weeks to align with district reporting, ensuring annual IEP goals are reflected.
- Develop and maintain a schedule for delivering APE services across district campuses.

- Provide assistance in the selection, acquisition, and use of adaptive/assistive equipment and devices.
- Ensure confidentiality of student records and data.

Student Growth and Development

- Conduct ongoing assessments of student achievement through both formal and informal testing.
- Provide or supervise personal care and support based on students' IEPs, including medical and feeding assistance if required.
- Participate in extracurricular activities as assigned and support Special Olympics and other recreation-related programs.
- Consult with district staff and outside resources regarding the educational, social, and personal needs of students.
- Collaborate with teachers and related service providers on instructional strategies and materials for students with disabilities.
- Facilitate meetings and staff discussions to review and share new materials, equipment, and best practices.
- Provide professional development to build capacity within special education staff and related service providers.

Classroom Management and Organization

- Create a learning environment conducive to the physical, social, and emotional development of students.
- Manage student behavior, intervening in crisis situations, and utilizing physical restraint, when necessary, as per the IEP.
- Collaborate with classroom teachers on behavior management strategies.
- Ensure the safety of students, equipment, and facilities at all times.
- Supervise and assign tasks to teacher aides or volunteers as necessary.

Communication

- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
- Maintain a professional relationship with colleagues, students, parents, and community members
- Use effective communication skills to present information accurately and clearly

Other

1. Participate in staff development activities to improve job-related skills

- Participate in Region 10 special population professional development, activities and community outreach related to special education services.
- Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers

- Compile, maintain, and file all physical and computerized reports, records, and other documents required
- Attend and participate in faculty meetings and serve on staff committees as required
- Additional duties as assigned.

Supervisory Responsibilities:
None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking; repetitive computer work with frequent use of hands and wrists

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist non-ambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours

Environment: Exposure to biological hazards, work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name: _____

Employee Signature: _____ Date _____