

**SAN MATEO COUNTY OFFICE OF EDUCATION
TEACHER, ADAPTED PHYSICAL EDUCATION**

JOB SUMMARY

Under the direction of an assigned administrator, provide instruction to adapted physical education students; design and provide an educational program that addresses academic, social and emotional needs; assess, monitor and report on student eligibility and progress; work collaboratively with parents, staff and agencies to address educational needs of students and perform related duties as assigned.

ESSENTIAL DUTIES:

- Provide individualized instruction and accommodations/modifications for the purpose of addressing students' academic and social needs as determined by assessment results;
- Participate on the IEP team to design individual educational programs for special education students who require adapted physical education services; conduct on-going reviews of the IEP and monitor progress;
- Assess students using formal and informal assessments for the purpose of identifying eligibility and educational needs including curricular, social and equipment needs; monitor, evaluate and report on the progress of students;
- Confer with parents and professional staff for the purpose of addressing problems and/or concerns related to the education of the student;
- Counsel students and their parents for the purpose of facilitating/supporting adapted physical education needs of students;
- Establish and maintain a cooperative working relationship with community agencies for the purpose of facilitating the educational program for students;
- Serve as a resource to general and special education teachers, provide formal and informal training, guidance and assistance to educators, parents, service providers and agencies, as needed;
- Direct, train and supervise personnel, as assigned;
- Maintain equipment and materials required for adapted physical education students for the purpose of accessing current curriculum including ordering, inventorying, storing, and issuing equipment and materials;
- Maintain accurate records of pupil enrollment registers, service schedules, assessment data collection, and other required information;
- Establish and maintain a sanitary, safe, orderly, attractive and positive learning environment;
- Maintain strict student and parent confidentiality;
- Stay current with issues, laws and regulations regarding orientation and mobility services, special education, educational trends, and other issues related to children with exceptional needs;
- Perform other related duties, as assigned.

KNOWLEDGE OF:

- Child growth, development and behavioral characteristics;
- Instruction, assessment, accommodations and modifications for adapted physical education;
- Educational evaluation and assessment techniques;
- Various adapted physical education instructional methods and activities;

- IEP process;
- Positive discipline and classroom management techniques;
- Applicable policies, guidelines, rules, regulations, laws and codes.

SKILLS AND ABILITIES TO:

- Prepare concise educational reports;
- Instruct and assess adapted physical education students;
- Design individual educational programs;
- Identify appropriate instructional materials and equipment;
- Counsel/confer/collaborate with students, parents, professionals and agencies;
- Provide training, guidance and assistance to parents, professionals and agencies;
- Train, evaluate and oversee the work of assigned personnel;
- Communicate effectively orally and in writing;
- Meet deadlines and complete assessments in a timely manner;
- Maintain confidentiality;
- Exercise good judgment and initiative to resolve problems in a timely manner;
- Work effectively in a team environment with students, parents, staff members and managers.

WORKING CONDITIONS:

Environment:

Indoor and outdoor work environment

Physical Demands:

- Ability to stoop, bend, stretch, grasp, pull, and push;
- Ability to react and respond quickly;
- Ability to walk extended distances;
- Ability to lift 35 pounds (one person), and up to 100 pounds with two person lift.