

**Richland Parish School Board  
Job Description**

**TITLE:** Adapted PE Teacher

**MINIMUM QUALIFICATIONS:** United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

**QUALIFICATIONS:** College degree, Louisiana Teaching Certificate in the field of instruction

**REPORTS TO:** Supervisor of Special Education and Principal of assigned school(s)

**JOB GOAL:** To plan for and provide appropriate learning experiences in physical education for students with disabilities.

**TERMS OF EMPLOYMENT:** 9 Month

**EVALUATION:** Educator evaluation annually pursuant to BESE *Bulletin 140 (PK) or 130 (K-12)*

**COMPENSATION:** Adopted RPSB Certified Salary Schedule

**PHYSICAL DEMANDS:** May include walking and standing to a significant degree, kneeling, stooping, squatting, crawling, bending, balancing, crouching, reaching, grasping, head and neck movement, and movement across midline. The paraprofessional must possess motor coordination, manual dexterity, finger dexterity, alertness, precision, speaking ability, auditory discrimination, and tactile discrimination. Paraprofessional must have accurate hearing and visual acuity including close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to develop physical and health literacy.
2. Assume responsibility for growth in student learning in the assigned area of instruction.
  - a. Ensure that student growth is continuous and appropriate for assigned students.
  - b. Develop and meet two yearly student learning targets which positively affect student achievement through job responsibilities.
3. Supervise students in movement settings.
4. Monitor and evaluate student outcomes.
5. Implement the Adapted Physical Education (APE)/Individualized Education Program (IEP) process through evaluation, delivery of APE services in the least-restrictive environment (LRE), and develop standards-based IEP goals for students receiving APE services.
6. Communicate and interact effectively with students, parents/guardians, staff members, and community.
7. Develop, select, and modify instructional plans and materials to meet the needs of all students to provide access to the physical education curriculum.
8. Maintain appropriate records and follow required procedures and practices.
9. Monitor appropriate use and care of equipment, materials, and facilities.
10. Responsible for development of IEP current performance and objectives.

11. Train (class and/or P.E.) teachers to implement curricula and goals adapted as needed for in-person environments.
12. Work/consult with the occupational and physical therapists as needed.
13. Encourage social skills and participation with disabled and non-disabled peers
14. Take necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
15. Provide direct and consultative APE services to Intellectually Disabled students, students with Autism, TBI, Orthopedic Impairments, OHI, and other disabilities not listed, grades K-12.
16. Conduct assessments, generate IEP goals/objectives.
17. Administer and/or support state and local standardized testing processes and policies.
18. Complete APE in-service training with all teachers/teams as requested.
19. Provide direct service during assigned gym times.
20. Participate in all Special Olympics activities and events.
21. Assist the IEP team with student assessment, individualized instructional plan design, implementation and progress monitoring for each student.
22. Assess student's school and medical history in relation to present motor functioning and develop recommendations for services based upon interpretation of findings.
23. Provide individualized and/or small group instruction as outlined in a student's IEP.
24. Assist classroom and/or special education teachers develop goals, objectives and enrichment activities pertaining to student motor development.
25. Serve as a resource person to other instructional staff who are providing physical education to students not eligible for Adapted Physical Education.
26. Work closely with parents, teachers, school nurses, administration, physicians, therapists and other agency personnel in processing students in and out of Adapted Physical Education program.
27. Provide and follow consistently the daily schedule on file with the Special Education Coordinator, School Principals, and applicable teachers.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice, at minimum 24 hour notice whenever possible, of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.

14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

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*While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_