

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	ADAPTED PHYSICAL EDUCATION TEACHER	REPORTS TO:	Director of Special Education
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TRAINING QUALIFICATIONS

- College graduate with not less than a Bachelor's Degree
- Certified by the Ohio Department of Education in Health and/or Physical Education K-12
- Certified by the Ohio Department of Education in Adapted Physical Education
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REQUIRED SKILLS AND ABILITIES

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

- To design and implement the Individualized Education Plans (IEP) of qualifying students in relation to physical education
- To provide instruction and to assist with inclusion into regular physical education (PE) programs in accordance with state standards in adapted physical education (APE)

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
 Revised:

POSITION NO. 3.65

- Many situations that require hand motion, e.g., computer keyboard, typing, writing
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Conducts observations and screenings of gross motor skills for students referred for possible APE services
2. Provides direct service and instruction or consultation/monitoring to qualified students in accordance with an IEP
3. Provides consultation to personnel and/or parents as needed
4. Attends and participates in IEP conferences and staffings
5. Develops instructional objectives, appropriate activities and equipment needed for students with IEPs included in the regular PE program as appropriate
6. Maintains accurate and complete records as required by law, district policy and administration regulation to submit upon request
7. Assists in upholding and enforcing school rules, administrative regulations, Board policy, and rules and regulations of the State Department of Education
8. Conducts and supervises community recreational activities, when appropriate
9. Provides additional help for students outside the classroom, but within the normal teacher school day
10. Carries out non-classroom duties such as supervision of lunchroom, playground, hall duty, bus duty, homeroom, study hall, etc,
11. Attends and/or is willing to participate in school related after school activities, within reason
12. Attends faculty meetings as required or requested within the normal school day
13. Completes required forms and paper work punctually and neatly
14. Enforces school rules and regulations effectively and in a supportive manner
15. Carries out in a supportive manner Board of Education policies and procedures and administrative rules and regulations
16. Serves on building or district committees as needed or requested, within reason
17. Assists in the development and/or revision of curriculum, within reason
18. Assists in the selection of instructional materials, within reason
19. Coordinates efforts and materials with other teachers who instruct similar courses, grade level, or in the same department
20. Fosters and maintains cooperative working relationships with other teachers and support service personnel
21. Supervises student teachers or field experience students as needed or requested
22. Works with and supervises volunteer aides
23. Seeks assistance, as needed or appropriate, of specialized district or county personnel:
 - a. Learning disabilities personnel
 - b. Health personnel: nurse, speech and hearing, etc.
 - c. Psychological or guidance personnel
24. Performs other duties as may be assigned

TERMS OF EMPLOYMENT	186 contract days
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