

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
JOB DESCRIPTION
Adapted Physical Education Specialist

Minimum Qualifications:

- Valid Pupil Services License/Certificate issued by the Ohio Department of Education
- Bachelor's Degree
- Physical Education License with Adapted Physical Education Endorsement
- Documentation of a clear criminal record
- Complies with drug-free workplace rules and board policies

FLSA Classification: Exempt

Reports To: Director of Student Services and his/her designee

Job Objectives:

Provide interventions and evaluations informed by evidence; provide adapted instruction necessary for students to develop prerequisite motor skills for participation in physical fitness and recreational activities.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations, however, the list below is not ranked in order of importance or intended to be all inclusive.

- Evaluates students as a part of the multi-factored evaluation process in the areas of physical and motor fitness, fundamental motor skills, skills in individual and group games and sports, and other related areas.
- Assists with the development of the individualized education program (IEP) for students.
- Plans and implements therapy programs for identified students, develops a therapy schedule, participates in team meetings, conferences, etc.
- Uses effective behavior management strategies to create a safe, positive and engaging learning environment; and is responsible for the care, custody and supervision of students.
- Incorporates and promotes instructional, assistive, and other types of technology; and upholds the acceptable use policy.
- Utilizes appropriate assessment, data collection and progress monitoring methods to assess motor and social performance, to inform instruction and monitor progress.
- Consults with parents, school personnel, and outside agencies, as appropriate; provide families with techniques to assist with therapeutic interventions at home.
- Provides inservice and training to parents and school personnel.
- Participates on building level teams.

- Participates in professional growth activities through staff development, workshops, inservices and higher education.
- Upholds board policies, follows administrative guidelines, complies with Federal and state laws, model policies and procedures, rules and regulations for the education of students with disabilities. Ensures paperwork is accurate, all timelines and deadlines are met (annual reviews, progress reports, etc.), strictly adheres to HIPPA and FERPA, respects personal privacy and maintains confidentiality of privileged information.
- Maintains high ethical standards, exhibits professionalism, self-control, flexibility, satisfactory attendance/punctuality, dependability, accepts responsibility for decisions and conduct, promotes a favorable image of the Agency, etc.).
- Adapts to unique circumstances and factors such as travel, extended hours, student behaviors, lifting/transferring students, interactions with aggressive/disruptive individuals, etc.
- Completes other duties as assigned by the Superintendent or his/her designee.

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values. It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.