

**Title: Adapted Physical Education Teacher (FLSA: Exempt)**

**Performance Responsibilities Design and Evaluation-Assumes responsibility for the design and evaluation of the Adapted Physical Education Program.**

- Initiates the development and implementation of comprehensive goals and objectives which guide and improve Adapted P.E. services.
- Initiates continuing review and improvement of the program in order to make changes which meet the needs of students.
- Utilizes pre and post-testing to diagnose the extent of instructional success and learner mastery.
- Screens, evaluates, and assesses handicapped students and documents results according to established procedures in Bulletin 1508.

**Any and all duties as assigned by School Principal.**

**Leadership-Assumes leadership in directing the learning activities of students requiring Adapted P.E.**

- Displays mastery of subject arm and teaching strategies related to Adapted P.E.
- Designs instructional strategies and activities geared to variances in student achievement, capabilities, and rate of teaming.
- Orchestrates Adapted P.E. activities with regular classroom activities in order to insure instructional success.

**Management- Initiates practices designed to maintain an adequate learning environment.**

- Manages administrative responsibilities designed to insure an adequate teaching/teaming environment for Adapted P.E. students.
- Maintains appropriate records following federal, state and local school system regulations, policies, and procedures.
- Accepts responsibility for duties and assignments related to curricular and extracurricular aspects of the school environment.
- Participates in the development of his or her students' IEPs, and initiates an Adapted Physical Education Program designed to carry out stated goals and objectives.

**Student Services-Initiates practices designed to promote the success and well-being of students.**

- Obtains and uses information about the needs and progress of students so that special adaptations can be made for each student who requires Adapted P.E. Services.
- Exhibits sensitivity, empathy and understanding when dealing with students.
- Manages classroom interactions so that a comfortable, orderly environment exists for students.

**School/Community Relations-Initiates practices designed to provide for effective school/community relations.**

- Works cooperatively with parents, administrators and staff in order to help students learn and develop. Communicates with parents and regular classroom teachers to insure maximum benefits for students.
- Engages in professional self-improvement in order to insure the respect and trust of others.
- Demonstrates the highest ethical standards characterized by the teaching profession when dealing with colleagues, students, and parents.
- Works to establish maximum support and understanding for the public education system.

**Planning Responsibilities: The teacher plans effectively for instruction.**

- Specifies learner outcomes in clear, concise objectives. • Includes activity/activities that develop objectives. • Identifies and plans for individual differences.
- Identifies materials, other than standard classroom materials, as needed for lesson.
- States method(s) of evaluation to measure learner outcomes.
- Students with Exceptionalities teachers develop an individual education plan (IEP), 1711, and/or ffSP.

**Management Responsibilities: The teacher maintains an environment conducive to learning.**

- Organizes available space, materials, and/or equipment to facilitate learning.
- Promotes positive teaming climate.
- The teacher maximizes the amount of time available for instruction.
- Mana routines and transitions in a timely manner.
- Manages and/or adjusts allotted time for activities planned.
- The teacher manages learner behavior to provide productive learning opportunities.
- Establishes expectations for learner behavior.
- Uses monitoring techniques to facilitate learning.

**Instructional Responsibilities: The teacher delivers instruction effectively.**

- Uses technique(s) which develop(s) lesson objective(s).
- Sequences lesson to promote learning.
- Uses available teaching material(s) to achieve lesson objective(s).
- Adjusts lesson when appropriate.
- The teacher presents appropriate content.
- Presents content at a developmentally appropriate level.
- Presents accurate subject matter.
- Relates relevant examples, unexpected situations, or current events to the content.
- Answers questions correctly and/or directs students to additional sources (i.e., references, tabs, learning centers, etc.).
- The teacher provides opportunities for student involvement in the learning process.
- Accommodates individual differences.
- Demonstrates ability to communicate effectively with students.
- Stimulates and encourages higher order thinking at the appropriate developmental levels.
- Encourages student participation.
- The teacher assesses student progress.
- Uses assessment techniques effectively.
- Monitors ongoing performance of students.
- Provides timely feedback to students regarding their progress.

**Other Professional Responsibilities:**

- The teacher meets and instructs assigned students at designated times and locations.
- The teacher prepares for assigned classes and shows written evidence at designated times.
- The teacher supervises assigned students at all times.
- The teacher arrives and leaves in a timely fashion.
- The teacher serves duty on designated days according to schedule.
- The teacher attends and participates in faculty, departmental and committee meetings as required.
- The teacher upholds and enforces all school rules and policies of the St. Tammany Parish School Board.
- The teacher maintains communication with parents.
- The teacher takes reasonable steps to assure a clean, pleasant and positive educational environment.

**Professional Development Responsibilities:**

- The teacher plans for professional self-development.
- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

**Minimum Qualifications:** United States citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

**Terms of Employment:** 9 months

**Reports to:** School principal

**Supervises:** None

**Signature of Evaluatee:** \_\_\_\_\_

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

**Printed Name of Evaluatee:** \_\_\_\_\_

**Evaluatee's Employee Identification Number** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

**Original - Human Resources Department**

**Copy- Supervisor**

**Copy -Employee**