

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION**

COORDINATOR OF ADAPTED PHYSICAL EDUCATION

POSITION: Coordinator of Adapted Physical Education

REPORTS TO: Supervisor of Special Education

LOCATION: Department of Special Education

NATURE OF WORK:

This is a professional position to provide exemplary education, guidance, and encouragement to empower general physical education teachers, paraprofessionals, and other district personnel to meet the unique challenges of individuals with disabilities in the area of physical education, sports, and recreation. This position also provides a developmental physical education program for individuals with disabilities enabling them to successfully participate in the most integrated physical education setting possible while building a foundation for a physically active lifestyle.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Monitors the implementation of local, state and federal policies and regulations for the Adapted Physical Education (APE), Corollary Sports and Physical Activities for Lifetime Sports (PALS) programs
- Coordinates with general education physical education teachers providing direct service to students with disabilities (SWD)
- Coordinates and is a liaison between Special Education and Physical Education personnel
- Supports teachers in designing Units and Lesson Plans in accordance with Individualized Education Plans (IEPs) and the functional abilities and needs of students that support inclusive practices
- Provides feedback to appropriate staff and supervisors as to the effectiveness of the Adapted Physical Education, Corollary Sports and Physical Activities for Lifetime Sports (PALS) programs with the recommendation for improvement and/or change
- Attends state, local and school system meetings and conferences as a representative to disseminate and receive instructional and curricular information

- Completes local and state reports related to APE and Corollary Sports and assists with local and state reports related to Physical Education, Health, and Athletics
- Supports site-based instructional practices that ensure students have access to general education curriculum
- Coordinates the Life Enrichment Field Trips for recreation and leisure activities with community organizations
- Assists physical education teachers in providing evidence of learning through the use of: task analysis, standardized Physical Education assessments, teacher observation, and authentic assessments
- Promotes and supports personnel (paraeducators and peer tutors) to assist in providing specially designed instruction
- Assists with curriculum and assessment writing in the areas of Physical Education, Health, and APE
- Develops a system-wide paraeducator training program for adapted physical education
- Collaborates and conducts training and staff development activities for the Physical Education teachers for differentiated adapted physical education and development of Individualized Education Plans (IEPs)
- Assists with the design and implementation of professional development for Physical Education, Health, and APE staff
- Maintains inventory of instructional equipment, materials, and products for the APE and Corollary Sports programs
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Master of Science in Physical Education
- Professional License/Certification
- Five (5) years of successful school-based experience

Preferred:

- Administration and Supervision Certification

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC Specialist Career Ladder for eleven and twelve-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated: 07.2024, 05.2025