



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Adapted PE Teacher

Exemption Status/Test: Exempt/Professional

Reports to: Director of Special Programs

Pay Grade/Days: Teacher/187 days

Dept./School: Special Programs

Date Revised: October 2026

PRIMARY PURPOSE:

To provide direct instruction and/or teacher consultation for students who require accommodations and/or modifications of the general education PE program.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree in a related field

Valid Texas teaching certificate with special education and/or physical education endorsements

Certified Adapted Physical Educator (CAPE) certification preferred

Knowledge/Skills/Abilities:

Knowledge and proper utilization of adapted physical education assessments in the recommendation of student eligibility for services

Ability to instruct students and support their unique needs

Excellent organizational, communication, and interpersonal skills.

Experience:

Student teaching, approved internship, or related work experience

MAJOR RESPONSIBILITIES AND DUTIES:

Assessment / Evaluation:

1. Collect, organize, and interpret student information from guardians and teachers, as well as relevant assessment data from the cumulative folder and outside evaluation reports.
2. Conduct classroom observations and interviews with guardians, staff, and students.
3. Review available data to determine appropriate evaluation materials, procedures, and equipment.
4. Administer and interpret individual assessments to determine if a student meets educational disability criteria and/or exhibits a need for adapted physical education services according to federal and state regulations.
5. Complete adapted physical education portion of Full and Individual Evaluation reports within the district special education data management system.
6. Review adapted physical education evaluation results with guardians, including interpretation of evaluation data and educational needs of students.
7. Participate in the Admission, Review and Dismissal (ARD) Committee to make recommendations regarding educational need for services and to assist with the interpretation of evaluation data, appropriate placement, specified timelines and development of Individual Education Programs (IEPs) for students according to district procedures.



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Provision of Services:

8. Plan and deliver individual and/or group adapted physical education services to students as outlined in the IEP.
9. Maintain documentation of student progress and adapted physical education service provision within the special education data management system.
10. Continuously monitor student progress, make changes during service provision and recommend adjustments to IEP, as needed.
11. Consult and train district staff, outside service providers and guardians regarding disability criteria and the development and implementation of the IEP.
12. Recommend interventions, instructional strategies, equipment and/or educational aids to promote maximum student independence.

Campus and Program Support:

13. Facilitate and/or coach staff on the implementation of quality special education programming.
14. Communicate current legal findings related to federal and state law, State Board of Education rules, local board policies and operating procedures in the area of evaluation, planning, placement, and delivery of special education services.
15. Develop and provide instruction in physical, recreation and leisure skills for special education students including Special Olympics activities that occur during the school day.
16. Knowledge of an adapted curriculum Partner PE program and ability to assist teachers with implementing a program throughout the school year

Communication:

17. Maintain a positive, professional, and effective relationship with supervisors, administrators, educators, staff, students, and parents.
18. Use effective verbal and written communication skills with students, parents, and colleagues.
19. Maintain confidentiality of student, parent and school information and records at all times.
20. Perform liaison duties between Highland Park ISD and community agencies/other outside entities in planning and implementing Special Olympics events.

Administration:

21. Compile, maintain, file and/or upload all physical and digital reports, records, and other required documents within the district special education data management system.
22. Comply with policies established by federal and state laws, State Board of Education rule, and Highland Park ISD.
23. Comply with all department and campus procedures.
24. Utilize the district special education data management system with proficiency and accuracy.
25. Participate in professional development activities to improve skills related to job assignment, including attendance at department and team meetings.
26. Participate in campus, district and/or team meetings, as applicable, for student referrals, IEP development, and/or other purposes as needed.

Supervisory Responsibilities:

None

All HPISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.

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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____