COORDINATOR II - ADAPTED PHYSICAL EDUCATION
Reference Code: A522
Division: Student Support Services
Classification: Licensed Administrator
Terms of Employment: Range 39 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible for the implementation of Adapted Physical Education (APE) services throughout the Clark County School District. Adapted PE is a special education service that provides students with disabilities access to the physical education curriculum not a stand-alone program. This position is directly responsible to the Director, Special Education Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Determine individual school needs for APE services throughout the District.
2. Initiate contact with universities throughout the United States that produce APE teachers.
3. Provide consultation and/or model teaching for both new teachers and returning teachers who may have a unique student or unfamiliar disability.
4. Hands-on modeling in PE environment.
5. New teacher training as related to assessment, Individualized Educational Program (IEP) development, scheduling, District policies and procedures, division policies and procedures, and department policy and procedures.
6. On-going staff development as related to computerized IEP; assessment; teaching techniques; IEP development/consistency.
7. Determine staff development needs, policies, and procedures.
8. Assign teachers to the Clark County School District areas according to area needs.
9. Assist in developing individual teacher schedules; develop a plan for rotations between multiple schools based on student needs.
10. Monitor caseloads, audit schedules, and monitor appropriate delivery of service to students.
11. Assist and support building level administrators in the evaluation of APE staff; provide support to administrators in the resolution of APE issues.
12. Development and coordination of summer schedules to ensure 12-month coverage.
13. Provide administrative and technical support for high profile IEP meetings.
14. Assist with APE service delivery models at individual schools; meet with general education PE teachers, special education teachers, meet with administration, as needed, to explain APE service delivery, access to general PE curriculum, age appropriateness, etc.
15. Provide in-service to all PE teachers new to the Clark County School District.
16. Conduct monthly APE staff meetings, provide District updates; procedural updates including any corrective action that might affect APE staff training components.
17. Liaison with all area, facilitators, school administration, general PE administration including curriculum and related service personnel.
18. Coordinate activities with City of Las Vegas Adaptive Recreation; disseminate information from city to APE staff and other Clark County School District personnel as it relates to recreation opportunities throughout the community for students with special needs.
19. Dissemination of information on national programs.
20. Supervision and evaluation of the performance of assigned staff.
21. Perform other duties related to the position, as assigned.
POSITION EXPECTATIONS:
1. Knowledge of disabilities and specific contraindications to physical activity.
2. Knowledge of strategies and techniques to provide students with disabilities access to the general physical education curriculum.
3. Knowledge of the PE curricula, elementary and secondary; IEP development based on general education curriculum expectations.
4. Demonstrate knowledge of laws, regulations, policies and procedures, as it relates to adapted physical education and special education.
5. Demonstrate knowledge of best practices, national trends, service-delivery models (i.e. inclusion and co-teaching) as it relates to adapted PE.
6. Possess good communication skills, both written and oral; and excellent people skills and diplomacy.
7. Ability to conduct productive staff meetings.
8. Ability to write operational policies and procedures, curriculum, program descriptions.
9. Must be able to identify departmental needs and then address needs appropriately through staff trainings, short and long-term goal setting.
10. Must have the ability to establish priorities for staffing, job assignments, departmental needs, budget considerations, and departmental goals.

POSITION REQUIREMENTS:
Education and Training:
An earned master's degree from an accredited college or university in physical education and/or special education and/or related fields i.e., human development.

Licenses and Certifications:
1. Hold or be able to acquire appropriate Nevada school administrative license.
2. Hold or be able to acquire PE, K-12, and adapted PE endorsement.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:
1. Previously demonstrated at least five (5) years of successful licensed teaching experience including at least two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years experience as a contracted administrator in a related position.
2. A minimum of five (5) years classroom instruction of students with disabilities and/or adapted PE prior experience.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action
The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.