

## POSITION DESCRIPTION

<b>TITLE:</b>	Adaptive/Specially Designed Physical Education Coordinator K-12	<b>SUPERVISOR:</b>	Director of Special Education & Student Services
<b>DEPARTMENT:</b>	Division of Teaching & Learning	<b>CLASSIFICATION:</b>	Certified

**I. Accountability Objectives:**

The Adaptive/Specially Designed Physical Education Coordinator is an itinerant teacher whose major objectives are to establish criteria, identify and assess students, develop plans and deliver direct services to students who qualify for specially designed physical education in grades K-12. This teacher is responsible for general screening and assessment of students referred for adaptive physical education services. The teacher also provides assistance to staff members and develops programs for all students receiving special physical education services.

**II. Position Characteristics:**

Recruited by: Executive Director of Human Resources  
Salary: 2% increment, .2 contract time allowance  
Length of Contract: 38 weeks

**III. Position Relationships:**

Reports to: Director of Special Education & Student Services  
Coordinates with: Directors, building principals, teachers and others  
Type of coordination: Program development, testing, M-teaming, assessment, inservice, referrals and placement

**IV. Position Qualifications:**

- A. Required experience and training: Wisconsin certification (860) for the position
- B. Desired training and experience: Master's degree; teaching experience in physical education for students with special needs
- C. Special requirements of the position: Ability to identify students with special education needs in physical education, to assess their needs, program for and to provide specialized instruction to these students or assist their teachers in providing such instruction

**V. Position Responsibilities:**

1. Advise faculty and administration on appropriate programming, scheduling and staffing for specially designed physical education K-12
2. Establish procedures and guidelines for delivery of the program
3. Assure consistent Specially Designed Physical Education placement is consistent throughout the district
4. Propose and oversee budget
5. Facilitate scheduling with other appropriate personnel
6. Communicate with PT/OT staff members
7. Serve as a resource in IEP development, M-team writing, assessments, working with medically fragile students and students with disabilities
8. Coordinating the transition of students between elementary and middle school, and between middle school and high school
9. Participate in hiring committees for specially designed faculty
10. Assisting faculty in the use of specially designed equipment and safety requirements

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11. Mentoring the faculty through classroom visits to assess effective practice during the school day
12. Developing and organizing effective and appropriate inservice for staff
13. Perform other duties as assigned

It is not the role of this person to supervise faculty. It is, however, their responsibility to confer with administration concerning appropriate programming and staffing. Recommendations on staffing would be forwarded to building administration and the personnel office for review.

These responsibilities are considered to be an integral part of the coordinator position, but responsibilities are not necessarily limited to these.

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