FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Adaptive Physical Education Specialist

BASIC FUNCTION:

Under the direction of an assigned supervisor, participate in the coordination of the Adapted Physical Education program; facilitate faculty and staff in administering exercise programs to physically disabled students; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

1. Participate in the coordination of the Adapted Physical Education program.

2. Facilitate faculty and staff in administering exercise programs to physically disabled students; assist faculty in programming, monitoring and evaluating disabled students.

3. Recruit, interview, schedule, train and evaluate student assistants, student supervisors, interns and casual employees.

4. Conduct in-service training for assistants; prepare materials and demonstrate proper techniques for exercise programs; assist faculty in providing students with proper student assistants.

5. Prepare and monitor payroll budget; perform record-keeping duties as assigned.

6. Coordinate and maintain student assistant attendance records; assist with registration process as necessary.

7. Update and maintain student assistance procedures, rules and regulations; maintain current knowledge of State regulations relating to assigned program.

8. Operate a variety of exercise equipment including weights, standing frames, parallel bars, treadmill, stationary bicycle and other equipment.

9. Assist in collecting and monitoring faculty IPE processes.

10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Anatomy and physiology terminology.

2. Adapted exercise procedures, exercise equipment operation and physical education terminology.

3. Exercise procedures and practices for specific disabilities.

4. Operation of various exercise equipment.

5. Principles of training and providing work direction to others.

6. Oral and written communication skills.

7. Interpersonal skills using tact, patience and courtesy.
8. Record-keeping techniques.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Assist faculty and staff in administering proper exercise programs to the physically disabled.
3. Train and provide work direction to assigned staff.
4. Conduct in-service training for assistants.
5. Plan a budget and maintain budgetary controls.
6. Operate a variety of exercise equipment.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.
9. Maintain records and prepare reports.
10. Meet schedules and time lines.
11. Plan and organize work.
12. Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree in physical education or related field and two years adapted physical education experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor and outdoor work environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate exercise equipment.
3. Seeing to monitor students.
4. Lifting moderately heavy objects.
5. Bending at the waist, kneeling or crouching to assist students.

DATE APPROVED: March 1, 1999
RANGE: N-46
EEO-CATEGORY: H-50