ADAPTIVE PHYSICAL EDUCATION ASSISTANT

DEFINITION
Under general supervision, performs a variety of instructional program support services for adults with congenital and/or acquired disabilities. Provides support for Adaptive Physical Education (A.P.E.) instructors and program; and performs related duties as required or assigned.

CLASS CHARACTERISTICS
Under general supervision of the Adaptive Physical Education Program Chair and/or A.P.E. instructors, the Adaptive Physical Education Assistant is competent to perform a variety of specialized instructional support services provided in Adaptive Physical Education. Incumbents in this class may be assigned duties in support of instructors in specialized small group classes or in support of the overall instructional program. Work guidelines and direct classroom supervision are provided by instructor(s) or the Adaptive Physical Education Program Chair, however, day-to-day activities require the use of initiative and judgment.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists students during the performance of instructional activities which may involve assisted walking, getting on or off equipment, or in and out of wheelchairs (E)
- Assists with two person transfers; must be able to lift up to 100 pounds (E)
- Coordinates materials, equipment, facilities and supplies for classes (E)
- Sets up, installs, maintains and services equipment, materials and supplies used in classes (E)
- Trains students and others in the safe and proper use of specialized physical education equipment (E)
- Maintains physical environment and condition of the facility and equipment (E)
- Answers students' questions regarding class assignments (E)
- Participates in activities, specialized workshops and special events
- Performs related duties as required or assigned

(E) = designates essential functions

QUALIFICATIONS

Knowledge of:

- Principles, theories, practices, methods and equipment common to group activities used in adaptive physical education
- Safety practices for individuals with disabilities
- Basic instructional methods and procedures suitable for individuals with physical disabilities
- Techniques for communicating with individuals of diverse academic, ethnic, socio-economic and cultural backgrounds including persons with disabilities
QUALIFICATIONS (continued)

Skill in:

- Operating and training others in the safe use of adaptive equipment and procedures used in special education and adaptive physical education
- Safely lifting and two person transfer techniques
- Applying and effectively explaining instructional methods and procedures in a manner that can be understood by individuals exhibiting a wide variety of communication and cognitive deficits
- Effectively reading, understanding and prompting course materials to students
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Understanding and following oral and written instructions
- Applying basic emergency and first aid procedures
- Maintaining a pleasant, calm demeanor in emergencies and remaining flexible, patient and compassionate with those contacted in the course of the work

Other Requirements:

- Ability to lift up to 100 pounds
- Must possess sufficient strength and stamina in order to safely assist disabled students with walking, lifting and wheelchair transferring
- First Aid certification
- Cardiopulmonary Resuscitation (CPR) certification

Desirable:

- Specified positions may require or desire bilingual skills in Spanish/English or other languages

Education and Experience:

Graduation from high school and one year of experience in instructional support services which has included working with the disabled population. College-level coursework in special education, adaptive physical education, physical therapy or a closely related field is desirable.

Established: February 26, 2007