

Adapted Physical Education Itinerant Job Description

TITLE: Adapted Physical Education Itinerant

QUALIFICATIONS: Type 10 Illinois Certificate in Physical Education and Adapted Physical Education Endorsement

REPORTS TO: Director of Kendall County Special Education,
Assistant Director and Coordinator

FUNCTION: To provide diagnostic and instructional services to identified students age three to twenty-one years old so that educational progress can be enhanced and proper diagnosis and programming can be established for the future.

RESPONSIBILITIES:

A. Instructional Planning

1. Plans and prepares for classes assigned.
2. Provides written IEP's on each student.

B. Competency in Subject Matter

1. Teaches content and skills to assigned students utilizing approved curriculums and approved courses of study.
2. Strives to improve expertise in areas of specialization.

C. Instructional Methods and Practices

1. Participates in conferences including placement, IEP's, and annual reviews.
2. Develops and maintains a classroom environment conducive to effective learning.
3. Provides appropriate diagnostic testing, identifies student capabilities and monitors student progress on a regular basis.
4. Maintains accurate and complete records as required by law and KCSEC policies.
5. Communicates with parents on an individual or small group basis.

6. Consults with appropriate professional staff regarding a student's educational program.
7. Initiates and monitors mainstreaming into student's program when it is appropriate and consults with teacher to whom student is mainstreamed in the Least Restrictive Environment.
8. Provides direction and guidance to teacher's aide (when assigned).

D. Classroom Management

1. Establishes strategies for maintaining orderly classroom behavior on an individual and group basis.
2. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

E. Relationship with Students, Parents, and Staff

1. Works to establish and maintain open and positive lines of communication with students and their parents concerning learning and behavior.
2. Establishes and maintains cooperative relations with other members of the staff.
3. Assists the administration in upholding and enforcing school rules and policies.

F. Professional Responsibilities

1. Meets accepted standards of professional behavior.
2. Evaluates assigned Paraprofessional(s) under the supervision of the Director or his/her certified designee by doing formal annual written evaluation(s).
3. Observes and follows all KCSEC policies and procedures.
4. Exhibits professionalism and commitment through punctuality and attendance.
5. Performs other duties as assigned by the KCSEC administration.

EVALUATION:

Formal and informal classroom observations and conferences shall occur as needed or desired by the professional staff member or Director of Kendall County Special Education, Assistant Director and Coordinator and shall be an ongoing process.