

# Coordinator IV, Adapted Physical Education (APE)

## Position Details

Job Code: U7403

Reference Code: A522

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position is responsible for the implementation of Adapted Physical Education (APE) services throughout the Clark County School District (CCSD). APE 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, Auxiliary Instructional Services (AIS), Student Services Division (SSD).

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Coordinates APE service delivery models at individual schools; meets with general education physical education teachers, special education teachers, and administration, as needed to explain APE service delivery, access to general physical education curriculum, age appropriateness, etc.; develops and monitors individual teacher caseloads, audits schedules, and monitors appropriate delivery of service to students.
2. Provides coaching, modeling, and consultation support for all APE teachers using the instructional framework.

3. Collaborates with all administrators, general physical education teachers, and other program staff in the development, implementation, and evaluation of services to meet the needs of students with disabilities to access the general physical education curriculum.
  4. Provides professional learning as related to assessment, Individualized Education Program (IEP) development, scheduling, CCSD, division and department policies and procedures.
  5. Conducts monthly APE staff meetings, provides CCSD updates and procedural updates including any corrective action that might affect APE staff training components.
  6. Determines individual school needs for APE services throughout CCSD; assists in developing individual teacher schedules; develops a plan for rotations between multiple schools based on student needs; assigns teachers to regions according to needs.
  7. Serves as special education APE specialist on designated Individualized Education Program (IEP) committees to advise in such areas as legal issues, program development, and procedural safeguards, as directed.
  8. Coordinates activities with City of Las Vegas Adaptive Recreation and disseminates information from the City to APE staff and other CCSD personnel as it relates to recreation opportunities throughout the community for students with special needs.
  9. Communicates with other administrators, CCSD personnel, outside organizations, and the public to coordinate activities and programs and exchange information. Plans and oversees implementation of school-based Special Olympics and Paralympic programs; prepares budgets as needed; securing funding through grants if appropriate; coordinates staffing; and allocates extra-duty funding.
  10. Supervises and evaluates the performance of assigned staff; assists and supports building-level administrators in the evaluation of APE staff, provides support to administrators in the resolution of APE issues.
  11. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of disabilities and specific contraindications to physical activity.
2. Knowledge of Individual with Disabilities Education Act (IDEA) (Public Law (P.L.) 101-476), Every Student Succeeds Act (ESSA), Section 504, P.L. 99-457, Nevada Administrative Code (NAC), and the Americans with Disabilities Act (ADA).

3. Knowledge of CCSD Special Education Policies and Procedures; departmental policies and procedures.
  4. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
  5. Demonstration of mental and physical stamina commensurate with the responsibilities of the position.
  6. Demonstration of high-level self-confidence, initiative, self-direction, and problem-solving skills.
  7. Must possess strong organizational and planning skills, including the ability to prioritize work, handle multiple tasks simultaneously, set goals, and meet deadlines.
  8. Ability to work independently with little direct supervision as well as work effectively as part of a team.
  9. Knowledge of strategies and techniques to provide students with disabilities access to the general physical education curriculum.
  10. Knowledge of the physical education curricula, elementary and secondary; IEP development based on general education curriculum expectations.
  11. Demonstrate knowledge of best practices, national trends, service-delivery models (i.e. inclusion and co-teaching) as it relates to adapted physical education.
  12. Ability to communicate effectively both orally and in writing.
  13. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
  14. Ability to work cooperatively with administrators, licensed personnel, and support personnel in schools, divisions, and departments in the District and with representatives of community organizations or agencies.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university.

### **Licenses and Certifications**

1. Hold or be able to acquire by time of appointment to the position, a Nevada school administrative license, as appropriate.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

## **Experience**

1. Have previously demonstrated at least five (5) years of successful teaching experience in an accredited K-12 public or private school; and, be able to acquire by time of appointment to the position, a Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. A minimum of three (3) years of successful licensed teaching experience providing direct instruction to students with disabilities (i.e. adapted physical education, resource, self-contained).

## **Preferred Qualifications**

1. Hold an APE endorsement.
2. Experience teaching APE.
3. Successful experience in leading professional learning sessions for teachers and administrators in related content.
4. One (1) year quasi-administrative experience in school settings.

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

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 04/04/22
- Created: 11/03/08