

**Newport News Public Schools**  
**Job Description**

**Job Title:** Adaptive PE Teacher  
**Position Code:** 7E02, 7E10, 7E16  
7E03, 7E04, 7E11  
7E12, 7E17, 7E18

**Supervisor:** Principal  
**Pay Grade:** 35A, 37A, 38A, 39A  
**Job Classification:** Exempt  
**Contract Length:** 193 Days

**Job Summary**

Position is responsible for instructing physically restricted/mentally challenged secondary school students in a program of adaptive physical education. Position positively motivates the student to develop appropriate skills, attitudes, and knowledge; utilizes a variety of instructional techniques appropriate to students' abilities; and creates a safe and orderly learning environment. Position is also responsible for developing, implementing, and coordinating a division-wide employee wellness program to include planning workshops, screenings, & other wellness activities that encourage school division employees to participate in healthy behaviors.

**Essential Duties**

**Adaptive Program:**

1. Instructs secondary school students in adaptive physical education (to include swimming instruction) in accordance with the course of study adopted by the Board of Education.
2. Enables students to develop an appreciation of the importance of physical education.
3. Develops lessons appropriate to the needs and abilities of each assigned student.
4. Provides individual/small group instruction that meets desired goals and provides the best use of available class time.
5. Assists students with developing healthy lifestyle behaviors and social skills.
6. Identifies student needs & cooperates with other staff members in helping students solve health, attitude, & learning problems.
7. Uses a variety of instructional techniques appropriate for the ages and skill level of students.
8. Interprets the abilities and disabilities of students and works cooperatively with classroom teachers who have physically restricted/mentally challenged students in regular classes.
9. Establishes and maintains standards of pupil behavior and creates a safe, orderly, and effective environment for learning.
10. Evaluates student performance and social growth and prepares regular progress reports.
11. Conferences regularly with parents/guardians regarding behavior observations and the performance of students.
12. Assists with screening, evaluating, and recommending placements of students in the school's adaptive physical ed. program.
13. Maintains thorough records for each student.
14. Selects, requisitions, and maintains instructional materials and aids.

**Wellness Program:**

1. Develops proposals, cost estimates, and timelines for potential employee wellness activities.
2. Markets and encourages participation in upcoming wellness program initiatives and activities.
3. Schedules times, facilities, and speakers for employee wellness activities.
4. Organizes, schedules, and instructs employee wellness classes, workshops, and screenings to include topics such as nutrition, weight management, stress management, team building, dyna-bands, weight training, etc.
5. Assesses the success of each activity, studies follow-up evaluations, prepares related reports, & recommends improvements.
6. Confers with various departments to develop programs to lower insurance claims, absenteeism, and worker's comp.
7. Composes and publishes the Worksite Wellness segment of the division newsletter.
8. Develops and provides wellness education materials to all division facilities.
9. Maintains records on the number of participants attending wellness activities.
10. Maintains the confidentiality of employee wellness participants.
11. Models nondiscriminatory practices in all activities.

**Other Duties**

1. Attends staff development programs, curriculum development meetings, and other professional activities.
2. Keeps abreast of developments and research in the field of adapted physical education and employee wellness.
3. Performs any other related duties as assigned by the Principal or other appropriate administrator.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s degree, preferably in health/physical education or a closely related field, & must be eligible for a VA Teaching license. Three years of teaching experience preferred. Experience with designing programs for physically restricted/mentally challenged students preferred. Must possess effective instructional delivery techniques & skills. Must possess an in-depth knowledge in the areas of adaptive physical education, nutrition, weight management, physical fitness, stress management, & adult health education. Must possess proficiency in providing swimming instruction & pool supervision. Must possess knowledge of the needs of physically restricted/mentally challenged students. Must possess the ability to instruct students in adaptive physical education. Experience in organizing workshops/classes on adult health related issues preferred. Must possess a valid CPR/First Aid Instructor certification. Must possess excellent organizational & communication skills. Must possess the ability to establish & maintain effective working relationships with school administrators, employees, parents, & students.

**Working Conditions and Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, climb stairs, walk and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date