Edmonton Catholic Schools is now accepting applications for the position of

ADAPTED PHYSICAL EDUCATION SPECIALIST
(Existing position)

Edmonton Catholic Schools is a large urban school district whose mission is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another. The District is comprised of over 40,000 students and 4,000 employees in 89 schools and other sites.

The Department of Learning Services-Innovation/Early Learning requires an Adapted Physical Education Specialist to adapt or modify the Physical Education Curriculum, i.e. the task, equipment and/or environment so that it is as appropriate for a child with a disability as it is for a child without a disability – and always within the context of play. The adaptations/modifications should be relevant to the General and Specific Outcomes of the Alberta Education Physical Education Curriculum. Provision of service is primarily to children with Program Unit Funding (PUF), together with the Multi-Disciplinary Team, in an inclusive setting as well as providing broad based strategies for all children pre-K- Grade 1.

This role requires the promotion of Physical Literacy for all children, and also coordinates Playscapes fieldtrip/programs for hands on teacher professional development together with their children, and family programming. Outdoor education is an integral component of this position and includes programming in our outdoor Playscapes. Ability to conduct research, and work together with post-secondary partners is also a facet of this position. The incumbent requires a Master’s Degree in Adapted Physical Education to conduct assessments and develop/create strategies and programs. A vehicle is also important as this person works with all elementary schools within the District.

This is a temporary, Out of Scope, 10 or 12 month, full-time position with a salary range of $66,638.00 - $83,310.00 (10 mth) or $79,966.00 - $99,973.00 (12 mth) to commence April 2016.

Primary Responsibilities:
- Conduct motor skill assessments for children with disabilities;
- Plan and conduct motor skill development sessions for children 3 years and older, all within the context of play;
- Provide classroom consultations and advise on integrating curricular outcomes with children's abilities;
- Monitor children's progress and advise on strategies for assessing students’ achievement of curricular outcomes;
- Coordinate, plan and model group movement programs in the classroom;
- Innovate;
- Integrate technology as an assistive tech tool i.e. iPads;
- Provide activity and equipment recommendations within school setting (classroom, gym and playground) as well as alternate physical education environments (e.g. swimming, skating) and outdoor environments;
- Integrate recommendations by other multi-disciplinary team members into physical education;
- Model inclusive, broad based strategies for teachers, facilitators, parents and EA’s both in the classroom, outdoor environments and gymnasium;
- Assist and provide support to the team in the identification of children who qualify for Program Unit Funding;
- Plan and coordinate Outdoor/Indoor Playscapes, Family programming and fieldtrip professional development opportunities for teachers and their children;
- Conduct research in collaboration with post - secondary institutions;
- Develop/extend partnerships with City of Edmonton.

For further information on this job opportunity please contact Leslie Rose at Leslie.Rose@ecsd.net

Please email a letter of interest and resume by 4:00 p.m., Monday, March 21, 2016 to:

Corinne King, Manager, Staffing
Human Resource Services
resumesearlylearning@ecsd.net

Prior to employment, successful candidates will be required to submit Police Information Check and Intervention Record Check documents.

We thank all candidates for their interest. Only applicants considered for the position will be contacted.
Qualifications:
- Master’s Degree with course work in Adapted Physical Education, plus three years directly related experience in the inclusive classroom setting is preferred; Experience in selecting and designing motor skills development and individualized exercise sessions for young children;
- In this multi-disciplinary setting, it is essential to be well informed in all disciplines (Speech Language, Physical and Occupational Therapy, behavioral interventions, and psychology) to meet the needs of the whole child;
- Knowledge of Alberta Education Physical Education curriculum and of adaptive strategies and equipment;
- Strong leadership skills and the ability to influence decision making;
- Advanced problem solving, assessment and analytical skills;
- Skills to facilitate the consultant role through education, training and assisting other professionals and care-givers;
- Ability to establish rapport and trust in working relationships with administration, teachers, families and community agencies;
- Superior oral and written communication skills including the ability to write detailed reports.

A complete job description is shown below.
Adapted Physical Education Specialist

Job Description

JOB IDENTIFICATION:

<table>
<thead>
<tr>
<th>Incumbent:</th>
<th>Working Title: Adapted Physical Education Specialist</th>
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</thead>
<tbody>
<tr>
<td>Current Classification Level: 7</td>
<td>Requested Classification Level:</td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td>Supervisor’s Working Title: District Principal</td>
</tr>
<tr>
<td>Location: Genesis Centre</td>
<td>Department: Learning Support - Innovation</td>
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<td></td>
<td>Program: Early Learning</td>
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</table>

PRIMARY FOCUS/OVERALL ACCOUNTABILITY: Provide a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.

The primary focus of the job is to adapt or modify the Physical Education Curriculum, i.e. the task, equipment and/or environment so that it is as appropriate for a child with a disability as it is for a child without a disability – and always within the context of play. The adaptations/modifications should be relevant to the General and Specific Outcomes of the Alberta Education Physical Education Curriculum.

These outcomes being: A) Activity – gross motor skill development relevant to physical education and leisure, B) Benefits Health – tailored to medical status, developmental level and abilities/challenges of the individual, C) Cooperation – social skills relevant to physical activity settings such as gym, playground and/or recreational facilities, and D) Do it Daily – encourage lifelong appreciation and enjoyment of physical activity. Provision of service is to children with Program Unit Funding (PUF), and children with mild/moderate delays together with the Multi-Disciplinary Team, in an inclusive setting as well as providing broad based strategies for all children pre-Kindergarten to Grade One.

This role requires the promotion of Physical Literacy for all children, and also coordinates Playscapes Fieldtrip/Programs for hands-on teacher Pd together with their children, and Family Programming as well. Outdoor education is also an integral component of this position and includes Forest School opportunities for Kindergarten children as well as programming in our Outdoor Playscapes. Ability to conduct research, and work together with post-secondary partners is also a facet of this position. The incumbent requires a Masters Degree in Adapted Physical Education to conduct assessments and develop/create strategies and programs.

JOB RESPONSIBILITIES AND ACTIVITIES: Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is. For each responsibility, approximately four major activities should be described. List the core responsibilities in ascending order of importance.

1. Assess, Plan and Implement Programs
   - Conduct motor skill assessments for children with disabilities
   - Plan and conduct motor skill development sessions for children 2 1/2 years and older.
   - Write reports/case notes for participants
   - Coordinate and plan group movement programs in the classroom

2. Consultation
   - Provide classroom consultations and advise on integrating curricular outcomes with children’s abilities
   - Monitor children’s progress and advise on strategies for assessing children’s achievement of curricular outcomes
   - Provide general and unit-specific modifications for physical education
   - Provide consultation to increase the quality of physical education within the broader context of early learning
Adapted Physical Education Specialist
Out of Scope Job Description

JOB RESPONSIBILITIES AND ACTIVITIES: Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is. For each responsibility, approximately four major activities should be described. List the core responsibilities in ascending order of importance.

- Provide activity and equipment recommendations within school setting (classroom, gym and playground) as well as alternate physical education environments (e.g. swimming, skating)
- Integrate recommendations by other team members into physical education.

3. Educational Activities
- Provide adapted physical education resources
- Integrate technology as an assistive tech tool (i.e. iPads)
- Model inclusive strategies for teachers, facilitators and EA’s both in the classroom and gymnasium and outdoor environments within a play context
- Assist in program development with inclusive, adapted physical education and delivery (incorporating needs as noted in children’s Individual Program Plans)
- Revise written resources and assimilate new materials
- Develop resources and training guides for teachers.
- Provide parents with community program and home recreation ideas
- Liaise with community programs regarding recreation, sporting opportunities and equipment loans, create/extend partnerships as the need develops with City of Edmonton

4. Partner with the Early Learning Team
- Liaise with the teachers, Early Learning Facilitators, EA’s, Emotional Behavior Specialists, Occupational Therapists, Physical Therapists, Speech Language Pathologists, Family School Liaison Workers, and parents as part of each child’s program planning team
- Assist the Educational Consultants in developing best treatment plans for children and classroom programming and to create a team with a common vision
- Assist and provide support to the team in the identification of children who qualify for Program Unit Funding
- Liaise with community based professionals
- Collaborate with Occupational and Physical Therapists to coordinate parent and family evening educational sessions
- Participate in short and long-term strategic and operational planning

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; assistance available; and any problems or decisions that must be referred to a supervisor for resolution or approval

Challenges/problem solving opportunities in this position:
- Being able to screen and assess children between the ages of 2 ½ to 7 years of age, choosing appropriate tools and completing assessments within a tight time frame
- Maintaining links with community based facilities to promote lifelong enjoyment of physical activity
- Working within a multidisciplinary team and being able to integrate IPP goals with other team members’ goals so that the child can develop to their full potential.
- Constant liaising with team members especially Physical Therapy and Occupational Therapy and teachers to ensure that physical changes to the school environment are appropriate and will provide maximal benefit especially to those children with disabilities

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Adapted Physical Education Specialist
Out of Scope Job Description

ORGANIZATIONAL DATA: Identify any measurable areas upon which the job has either direct or indirect impact. Measures that may be included are: number of staff supervised, annual operating budget, number and size of projects, clients served or any other significant values. Include examples that indicate the “size” of the job. Attach a complete Organization Chart that includes supervisor, peers, direct reports and staff.

This position works with a multi-disciplinary team. The work includes being responsible for all the children in early learning including those with needs. Provision of service is to children with Program Unit Funding and children with mild/moderate delays in an inclusive setting as well as all children.

EARLY LEARNING TEAM 2013–2014

<table>
<thead>
<tr>
<th>Contact</th>
<th>Nature and Purpose</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Principals, teachers, Early Learning Consultants, Early</td>
<td>To contribute to multi-disciplinary educational teams To provide and exchange provide expertise and general information</td>
<td>Weekly</td>
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### Adapted Physical Education Specialist

#### Out of Scope Job Description

| Learning Facilitators therapists and Educational Assistants | To provide assessments and direction on treatments  
To coach, mentor and train  
To create standards/procedures |  
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<tbody>
<tr>
<td>Children</td>
<td>To provide services, conduct assessments, support and guide development</td>
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</tbody>
</table>
| Parents/Guardians | To provide assessments and expertise in developmental strategies  
To provide education and guidance  
To create professional development sessions for parents | As needed | 
| Agencies and community resources | To liaise with Edmonton Student Health Initiative  
To partner with and other professionals | As needed | 
| University of Alberta | To obtain and exchange information  
To conduct research | As projects emerge | 

#### Job Qualifications:

Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. Outline specific training that is needed to do the work and any occupational certification/registration required for the job. Include a list of competencies (skills and abilities) critical in performing the job.

<table>
<thead>
<tr>
<th>Knowledge and Experience</th>
<th>Competencies</th>
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| Masters Degree with course work in Adapted Physical Education, plus three years directly related experience in the inclusive classroom setting is preferred.  
• In this multi-disciplinary setting, it is essential to be well informed in all disciplines (Speech Language, Physical and Occupational Therapy, behavioural interventions, and psychology) to meet the needs of the whole child.  
• Experience in selecting and designing motor skills development and individualized exercise sessions with for young children  
• Knowledge of Alberta Education Physical Education curriculum and of adaptive strategies and equipment  
• Knowledge of community resources and facilities to meet student’s individual needs  
• Knowledge of instructional techniques  
• General knowledge of the district’s operations and business |  
• Flexibility is essential for this incumbent given the variety of children’s abilities, needs and conditions  
• Strong leadership skills and the ability to influence decision making.  
• Advanced problem solving, assessment and analytical skills  
• Skills to facilitate the consultant role through education, training and assisting other professionals and care-givers  
• Ability to establish rapport and trust in working relationships with administration, teachers, families and community agencies  
• Superior oral and written communications skills including the ability to write detailed reports  
• Ability to communicate highly technical information to parents and others outside of the profession  
• Attention to detail  
• Prioritize responsibilities, good time-management, planning and organizational skills  
• Ability to present oneself in a friendly and positive manner  
• Ability to work independently and as part of a team  
• Ability to manage information and maintain confidentiality |
**Adapted Physical Education Specialist**

*Out of Scope Job Description*

**Signatures**

The signatures below indicate that the incumbent, supervisor and manager have read, discussed, and agreed that the information accurately reflects the work assigned.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Incumbent</td>
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<td>Supervisor</td>
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<tr>
<td>Manager</td>
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*This information is being collected under the authority of Board Governance Policy EL# 5 relating to Freedom of Information and Protection of Privacy (FOIP) Act and will be used to allocate positions within a classification plan and to manage the Edmonton Catholic School District’s human resources program. If you have any questions about the collection of this information, contact the Assistant Superintendent, Human Resource Services at 780 441-6061.*

Updated January 21, 2014