

# POSITION DESCRIPTION

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Adapted Physical Education/Kinesiology Program Coordinator

**Position** ..... Adapted Physical Education/Kinesiology Program Coordinator

**Department/Site** ..... Kinesiology

**FLSA** ..... Non-Exempt

**Evaluated by** ..... Dean of Kinesiology and Athletics

**Salary Range** ..... 51

## **Summary**

The Adapted Physical Education (PE)/Kinesiology Program Coordinator works in partnership with instructors and department staff to ensure the success of the Adapted PE/Kinesiology Program and Adapted PE/Fitness Center facility. Collaborates with instructors in developing the course design for the year, updates the assessment protocol and implements changes to the individualized exercise program format based on class objectives. Plans, organizes, and coordinates the adapted PE and kinesiology noncredit programs, establishes uniformity and consistency with respect to document requirements, the performance of assessments and equal access for all students, and all kinesiology sponsored auxiliary programs.

## **Essential Duties and Responsibilities**

- Develops opportunities for enhancing student progress through online research; improvement in exercise protocols, adaptive equipment trends, and new techniques for fitness and aquatics.
- Assists in the planning, organizing, scheduling, and oversight of kinesiology noncredit programs and sponsored auxiliary programs (such as community programs and youth sports camps/programs).
- Acts as the liaison for intradepartmental communication to campus areas, such as academic affairs, student services, human resources, and finance and administrative services, as it pertains to Adapted PE/Kinesiology.
- Demonstrates the ability to adapt to student learning styles for a multi-dimensional diverse population.
- Modifies exercise programs based on medical recommendations and limitations for the physical, learning, or special needs students.
- Plans, develops, and administers an assessment program, using tools such as MicroFit software, SECA, and BTracks. Provides the instructor with data for customizing an individualized program of exercise combining assessment results, individual student limitations and the doctor's prescription/medical release.
- Uses Excel and computer publishing software to edit and produce forms for internal and external distribution. Collaborates with external relations and/or sports information coordinator on the creation of material for campus distribution.
- Updates online materials for the Adapted PE/Kinesiology program web pages with the web page specialist.
- Provides guidance to the aides in the Adapted PE areas and Adapted courses.
- Provides support to non-credit kinesiology instructors.
- Coordinates the maintenance, repair, and purchase of fitness center and adapted equipment with instructors and the division dean.
- Plans, organizes, schedules, and oversees year-end, scholarship awards, and Adapted PE Program events.
- Ensures facility accommodation guidelines are followed and accessible.

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- Participates and supports the Adapted PE Program, Athletic and Kinesiology events.
- Attends Adapted PE/Kinesiology conferences and expos involving current trends in physical fitness and adapted equipment.
- Performs other duties as assigned that support the overall objective of the division.

## **Qualifications**

### **Knowledge and Skills**

- Requires computer skills in Microsoft Word, Excel spreadsheets, and publishing software for the design of flyers and pamphlets, and ability to operate technical assessment software.
- Requires management skills to plan, organize, and schedule programs/events, oversees program event from pre-planning to takedown.
- Requires math skills, estimating cost, inputting data calculations for quotes for equipment purchase using spreadsheets.
- Requires teaching and mentoring techniques in the Adapted PE/Kinesiology courses.
- Requires professional-level writing skills to prepare documents and requests for funding and interoffice communications.
- Requires knowledge of computer online college class registration process.
- Requires knowledge of Shoretel Phone system for updating outgoing messaging for the fitness center.
- Requires the ability to act as troubleshooter for software, mechanical equipment, and exercise equipment.
- Requires the ability to complete online requests for printing for Reprographics, inputting service requests for TeCS, Facilities, and Publications.
- Requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
- Requires the ability to operate a variety of computerized fitness assessment equipment.
- Requires an understanding of the principles of exercise, is familiar with fitness equipment, and functional limitations of physical disabilities.

### **Abilities**

- Requires ability to communicate with all departments on campus and to act as a liaison between departments such as academic affairs, student services, human resources, and finance and administrative services.
- Requires advanced computer knowledge necessary for the understanding and hands on administration of the applications on the fitness assessment software and use of its components (i.e., SECA Bio impedance, skinfold calipers, and dynamometers).

### **Physical Abilities**

- Requires ability to lift exercise equipment weights for use by the students up to 50 pounds.
- Requires the ability to assist with transfer of students from wheelchair to chair.
- Requires the ability to visually supervise and track students in the pool.

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## **Education and Experience**

- A bachelor's degree in kinesiology, health, psychology, or related area and two years of related experience (including student internships).

## **Licenses and Certificates**

- May require a valid driver's license.
- Requires the ability to obtain a CPR Card within the first three (3) months of employment.

## **Working Conditions**

- Work is performed in an indoor and outdoor environment where health and safety considerations exist from physical labor, blood borne pathogens, and equipment.