

# GARDEN GROVE UNIFIED SCHOOL DISTRICT

## Office of Personnel Services CERTIFICATED JOB DESCRIPTION

### Department Chairperson, Adapted Physical Education

Under the direction of the administrator designated by the Assistant Superintendent. A.P. Chair is responsible for departmental leadership. This includes communication, innovation, improvement, and administrative recordkeeping.

### Duties and Responsibilities:

1. Demonstrates a belief that all students can succeed and that their backgrounds, cultures, language, and disabilities are teaching and learning assets that contribute to a rich learning environment for all students.
2. Maintains high expectations for all students and exhibits the ability to make each student feel valued, appreciated and respected, thereby earning the trust and respect of the student and their families.
3. Confers with teachers on methods and techniques relating to curriculum, classroom management, and departmental policies
4. In cooperation with the administrations, plans and conducts departmental meetings for effective operation of the department
5. Provides leadership to maintain district and departmental goals and objectives
6. Assists with the distribution of department and/or district informational bulletins
7. Provides accurate inventory of materials and equipment. Monitors, maintains, and completes orders for materials and equipment
8. Provides assessments of departmental needs, calculates the costs, and makes a reasonable effort to stay within the budget
9. Assists in establishing guidelines for student eligibility and placement in Adapted Physical Education
10. Attends special program staff meetings as requested
11. Assists with the monitoring of IEP timelines, pupil counts, and class lists
12. Provides in-service for department personnel as needed
13. In cooperation with the administration, works with members of the department to form work schedules that most reasonably meet the needs of student, the department, and the school district
14. Represents the adapted physical education department for information and serves as liaison to the department when requested
15. In cooperation with the administration, organizes and leads the Garden Grove Special Games
16. Accepts reasonable share of responsibility for the general operation of the program