



ST. FRANCIS
Episcopal School

Position Title:	Program Head Coach/Motor Development Teacher
Date Modified:	February 2021
Reports To:	Director of Athletics
FLSA Classification:	Exempt
Position Purpose:	Responsible for the program design and management of a sport and motor development for children 2-5 years old. Creates a well-rounded, comprehensive instructional program that reflects best practices and age-appropriate activities through inquiry and research-based instruction.
Work Hours:	7:15 a.m. – 4:15 p.m. (End time is flexible to accommodate sports)
Work Calendar:	School Year
PTO Designation:	Educator (Blackout Dates May Apply)

Description

The Program Head Coach/PS Motor Development Teacher reports directly to the Director of Athletics and is an essential member of the Athletics and PE department, and Primary School faculty member. The Program Head Coach will complete the design and management of their sport including coaching and developing players. The Coach will provide leadership and organization working to build and grow the program into a 6th grade through varsity level sports program. All full-time athletics/physical education department members will coach three seasons or coach two seasons and teach one additional class. The Motor Development Teacher will work to introduce and strengthen fine and gross motor movement patterns and core strength for children in the Primary School, ages 2-5.

Essential Functions and Tasks

- Works collaboratively with the Primary School, Physical Education Department administration, Athletics Department, school specialists, and teacher colleagues to research curriculum best practice.
- Plans, prepares, and implements lessons that are in-line with the Primary School Reggio-inspired approach and supported by developmentally appropriate practices as well as emphasizes the appropriate areas of learning; cognitive, physical, social/emotional, or spiritual.
- Develops and maintains positive relationships with students, parents, and faculty members.
- Provides athletic guidance to students; serves as student advocate, helping student, families respond to specific emotional and developmental challenges.
- Routinely uses best practices in athletics to bolster a student-centered, inquiry-based instructional design.
- Provides support and assist players who aspire to play at the collegiate level.
- Assists with admissions by representing their sport, the Athletics and Physical Education Departments, and the school at all times.

- Works toward the retention of student athletes and actively participates as an admissions advocate for Athletics and the School.
- Develops and oversees a comprehensive design and management of at least one sports program for grades 6-12.
- Actively participates in the supervision of all team coaches.
- Assists with uniform and equipment orders, and inventory.
- Participates in scheduling, planning, and travel arrangements for away competition.
- Assists with team budget management.
- Organizes practice plans and runs high quality, efficient, and productive practice sessions.
- Coordinates all aspects of sport program including program culture.
- Utilizes Primary School Scope and Sequence to promote an appropriate instructional program and growth for every learner.
- Creates lesson plans for Motor Development classes and is prepared for daily instruction.
- Uses differentiated instruction and a social-emotional approach to student engagement.
- Uses school defined guidelines to assess and record student performance.
- Uses Primary School Developmental Continuum and writes narrative summaries.
- Maintains parent communication as directed by Primary School Administration.
- Works cooperatively with administration and curriculum specialist to promote and enhance vertical alignment of curriculum, PS-12th grade.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.
- Provides students a supportive, orderly, and interactive classroom/team environment where creative learning takes place.
- Prepares and executes any special programs that pertain to the Primary School such as: Showcase Sunday, Christmas Program, Grandparent's Day, Rodeo Day, etc.
- Serves as an example to colleagues in manners of classroom management, teaching methods, and school procedures.
- Provides guidance to students; serves as student advocate, helping student families respond to specific academic, emotional and developmental challenges.
- Communicates with parents, administrators, student services and with chaplains concerning the well-being of students within the classroom.
- Provides a safe and joyful learning environment that integrates and assimilates the use of positive guidance into daily student interaction.

- Participates in student-centered assessment and reporting approaches including writing narratives and portfolio assessment.
- Ensures facilities are ready for the start of school each day.
- Assists with carpool and other duties as needed.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head including extracurricular.
- Knowledgeable about Veracross and/or other student management software.
- Well versed with and adheres to school policies in all areas of student interaction.
- Supports the Employee and School Handbooks and, provides assistance by recommending revisions and updates to the School Handbook as needed.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the middle school classroom.
- Assists in the recruitment and selection of new and replacement of coaches, instructional and support faculty as needed.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree in Physical Education; Master's degree preferred. Experience as a head coach will be considered in lieu of a degree in education.
- A minimum of three years of teaching required with preference given to early childhood experience; in an independent school environment preferred.
- Coaching experience at the high school or collegiate level preferred; independent school coaching experience preferred; Playing experience at the collegiate level preferred.

- Possess the attributes necessary to lead and develop players and teams in a professional manner while modeling good sportsmanship.
- Excellent verbal and written communications skills.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Climate controlled classroom/school environment with a wide variety of challenges, deadlines.
- Outdoor space in a wide variety of temperatures and weather.
- Occasionally lift up to 40 pounds.
- Visual acuity both near and far.
- Ability to hear sounds at normal speaking levels with or without correction and to receive information through oral communications.
- Ability to set up and take down physical education equipment.
- Stooping, bending, kneeling, standing, walking, reaching, running, jumping.