

<b>Position Title:</b>	<b>Program Head Coach &amp; Physical Education Teacher</b>
<b>Date Modified:</b>	February, 2021
<b>Reports To:</b>	Director of Athletics
<b>FLSA Classification:</b>	Exempt
<b>Position Purpose:</b>	Serve as a program head coach in the Athletics Department and a Physical Education teacher. The program head coach is responsible for program design and management of their sport. The PE teacher is responsible for student instruction in grades K-12.
<b>Work Hours:</b>	7:15 a.m. – 4:15 p.m. ( <i>End time is flexible to accommodate sports</i> )
<b>Work Calendar:</b>	School Year
<b>PTO Designation:</b>	Educator (Blackout Dates May Apply)

### **Description**

A program head coach is responsible for the complete design and management of their sport. In addition to coaching and developing players, the program head coach will also provide leadership and organization for all teams and coaches in their program. The coach will represent their program and the Athletics department at all times and will work to build and grow the program into a 6<sup>th</sup> grade through varsity level sports program. The coach will possess the attributes necessary to lead and develop players and teams in a professional manner while modeling good sportsmanship. The coach will provide support and assist players who aspire to play at the collegiate level. The coach will assist with admissions by representing their sport, the Athletics and Physical Education Departments, and the school. All full-time physical education department members will coach three seasons or coach two seasons and teach one additional class.

A Physical Education teacher works to deepen students' understanding and appreciation for a healthy life-style utilizing fine and gross motor movement patterns. The teacher will facilitate the growth of students in a student-centered, developmentally appropriate environment. The Physical Education teacher is an essential member of the curriculum development team. While developing and maintaining positive relationships with students, parents, and faculty members, the Physical Education teacher will recognize and coach the social-emotional needs of each student.

### **Essential Functions and Tasks**

- Serves as an *Educator* to initiate, implement and oversee the day-to-day Physical Education & Athletics programs for students at a particular grade level.
- Responsible for the complete program oversight of at least one sports program for grades 6-12.
- Responsible for program design and management of their sport.
- Works toward the retention of student athletes and actively participates as an admissions advocate for Athletics and the School.
- Assists in identifying and hiring of coaches.
- Assists with uniform and equipment orders, and inventory.
- Participates in scheduling, planning, and travel arrangements for away competition.

- Assists with team budget management.
- Develops a comprehensive program for a sports program for grades 6-12.
- Organizes practice plans and runs high quality, efficient, and productive practice sessions.
- Creates lesson plans for Physical Education and is prepared for daily instruction.
- Coordinates all aspects of sport program including program culture and vertical alignment.
- Utilizes curriculum and assessments to promote an appropriate instructional program and growth for every learner.
- Uses differentiated instruction and a social-emotional approach to student engagement.
- Uses school defined guidelines to assess and record student performance. Uses report card and narrative summaries.
- Assists in maintaining web pages following guidelines provided by technology specialist.
- Works cooperatively with administration and curriculum specialist to promote and enhance vertical alignment of curriculum, K-12<sup>th</sup> grade.
- Actively participates in the hiring and supervision of all team coaches.
- Assists in the recruitment and selection of new and replacement instructional and support faculty as needed.
- Provides for students a supportive, orderly and interactive classroom/team environment where creative learning takes place.
- Serves as an example to colleagues in manners of classroom management, teaching methods and school procedures.
- Provides athletic guidance to students; serves as student advocate, helping student, families respond to specific emotional and developmental challenges.
- Communicates with parents, administrators, student services and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Routinely uses best practices in athletics to bolster a student-centered, inquiry-based instructional design.
- Works collaboratively with the Physical Education and Athletics Department of the school, administration, school specialists and teacher/colleagues to research curriculum best practice.
- Consistently provides a safe and joyful learning environment.
- A professional who participates in student-centered assessment and reporting approaches including writing narratives and portfolio assessment.
- Works within the department's budget; assists in budget planning.
- Well versed with and adheres to *school policies* in all areas of student interaction.
- Supports the *Employee Handbook* and all *School Handbooks* and provides assistance by recommending revisions and updates to the School Handbook when needed.
- Maintains congruency between the school's board-approved *Mission Statement*, the *Long Range and Strategic Financial Plan*, and all activities of the School.
- Exhibits the behaviors described in the *Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence* and complies with *Physical Requirements and Work Environment*.
- Takes part in the Professional Growth and *Evaluation Program* and enthusiastically takes part in professional growth opportunities.

- Is assessed through the *Professional Growth and Evaluation Program*.

### **Essential Tasks**

- Works closely with the technology specialist on the integration of technology throughout the curriculum.
- Ensures facilities are ready for the start of school each day.
- Knowledgeable in student management software.
- Completes various *Tasks* related to the *employee's yearly goals* and the school's long range and strategic financial plan.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head including extracurricular.
- 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 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 physical education 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.
- 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.
- Ability to work outdoors in a wide variety of temperatures and weather
- Occasionally lift up to 40 pounds.
- Ability to set up and take down physical education equipment.
- 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.
- Stooping, bending, kneeling, standing, walking, reaching, running, jumping