

<b>Position Title:</b>	<b>Program Head Coach / Physical Education Teacher</b>
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Athletic Director and Director of Physical Education
<b>Position Purpose:</b>	Serves 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 instructions in grades K-8.
<b>Work Hours:</b>	7:30am - 4:00pm (not including coaching responsibilities)
<b>Work Calendar:</b>	School Year

## **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 two seasons.

A Physical Education Teacher works to deepen students' understanding and appreciation for a healthy lifestyle. The teacher will facilitate the growth of students in a student-centered, developmentally appropriate environment. The Teacher is an essential member of the curriculum development team. While developing and maintaining positive relationships with students, parents, and faculty members, the Teacher will recognize and coach the social-emotional needs of each student. While also serving as a member of the Athletics department, it is expected that all full-time physical education department members will coach for two seasons.

## **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 coaches.
- Assists with uniform and equipment orders, and inventory.

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- 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 K-8.
- Organizes practice plans and runs high quality, efficient, and productive practice sessions.
- Creates lesson plans for Physical Education and is prepared for daily instruction.
- Manages and teaches co-ed physical education classes.
- 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 cards and narrative summaries.
- Assists in maintaining web pages following guidelines provided by technology specialists.
- 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 students, 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.
- Demonstrates competency in many movement forms.
- Exhibits a physically active lifestyle.
- Demonstrates responsible personal and social behavior in physical activity settings.
- Demonstrates understanding, respect for differences among people in physical activity settings.
- Understands that physical activity provides opportunities for enjoyment, challenge, self-expression, and social interaction.
- Stores and maintains equipment.
- Is flexible and works closely with the director of physical education and athletics.
- Supervises students and assures a safe environment for students, including the locker room.
- Consults with a nurse or appropriate professional to assure the safety of students participating; maintains current first aid and CPR certification.
- Reports severe injuries immediately to the parents and the Athletic Director and Director of Physical Education; completed Accident Report Form to the Director of Physical Education.

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- Inform parents, Director of Physical Education and the Nurse of any injuries and illnesses that occur during class.
- Maintain accurate records and notify the Director of Athletics and the Director of Physical Education of all tardies and absences in physical education, serious accidents or health concerns and concerns for students' physical or mental safety.
- Follows the St. Francis Employee and Divisional Handbooks and all student safety and medical procedures.
- Request assistance in lifting heavy instructional equipment, as needed.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with the physical requirements.
- Attend required various school meetings and special events as applicable and follow school rules and policies.
- Fulfill all qualified duties and responsibilities assigned.
- Other duties assigned by the Head of School or supervisor including extracurricular.
- Employees 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; master's preferred.
- Experience in teaching physical education is preferred.
- Minimum of three years teaching physical education at an independent school, preferred.
- Well-rounded knowledge of physical conditioning and skill development methods.
- Ability to communicate clearly and effectively in written and oral expression.
- Ability to relate effectively with parents, students, and other school constituent groups and individuals.

### **Physical Requirements and Work Environment**

- Ability to lift 75 pounds.
- Ability to work in all conditions, both inside and outside including varied extreme outside weather conditions.
- May be required to stand, work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach for a minimum of eight hours per day.