

PHYSICAL EDUCATION TEACHER

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Physical Education Teacher plans, develops, and teaches a physical education program to promote development of students' physical attributes and social skills.

ESSENTIAL FUNCTIONS:

- Plans and teaches individual and team sports to students, utilizing knowledge of sports techniques and of physical capabilities of students.
- Organizes, leads, instructs, and referees indoor and outdoor activities.
- Instructs individuals or groups in beginning or advanced calisthenics, gymnastics, or corrective exercises.
- Maintains order in conjunction with administrative staff, administers discipline when necessary to achieve proper behavior.
- Complies with Board policies, rules, regulations, and directives.
- Selects, stores, issues, and inventories equipment, materials, and supplies used in physical education program.
- Keeps records of performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis.
- Participates in faculty meetings, educational conferences, professional training seminars, and workshops.
- May prepare material for Board meetings as requested by Superintendent.
- Works well with other staff members and collaborates with other teachers to benefit students.
- Reports cases of suspected child abuse according to state law.
- Supervises students, classroom aides, and volunteers.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Valid Montana Teaching Certificate with proper endorsement or eligibility for certification.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- Ability to maintain good classroom management and handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to effectively perform essential functions independently with minimal supervision.
- Ability to use good judgment and effective problem-solving skills.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing.

EQUIPMENT USED:

A variety of computers calculator, copier, telephone/voice mail, fax, gymnastics equipment, stopwatch, two-way radio, email, and website.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee is directly responsible for the safety, well-being, and work output of students. The noise level in the work environment is usually moderate to noisy.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift up to 30 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/ motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

History

Approved on: February 11, 2003

Revised on: May 15, 2019