

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: Instruction

Standard Title: Health and Physical Education Teacher

Primary Function:

A Health and Physical Education Teacher will execute all duties required for an effective health and physical education program for all assigned children.

Supervision Received:

A Health and Physical Education Teacher is directly responsible to the assigned Principal and/or his/her designee.

Direction Exercised:

A Health and Physical Education Teacher is responsible for the supervision of all assigned students, aides and volunteers.

Essential Duties:

Students:

1. Organize and evaluate health and physical education classes in accordance with the Curriculum Guide.
2. Structure lessons so that students with physical defects are involved in activities that are beneficial to them.
3. Evaluate students on the basis of their improvement in performing the various tasks.
4. Provide supervision of students that are unable to participate in the lesson.
5. Maintain appropriate discipline of the classes.
6. Encourage the students to become interested in lifetime sports as a means of maintaining personal fitness.
7. Be responsible for the evaluation of the students' performance and communicating this achievement to students.
8. Refer student problems to the proper district personnel when those problems interfere with the student's growth of learning or the learning of other students.

Organization:

1. Set up and dismantle the physical education equipment when necessary.
2. Distribute and collect supplies needed for the classes.
3. Establish and maintain locker room procedures which will aid in the prevention of accidents, will secure valuables, and will permit the appropriate time for the students to shower and dress before the next class period.
4. Be aware of the proper procedures for the prevention and care of injuries.
5. Be able to properly administer first aid and CPR when necessary.
6. Make the necessary contacts after accidents occur. These include parents, nurses, administrators, and hospitals.
7. Be responsible for maintaining the necessary current records and reports.
8. Monitor and report on the condition of assigned areas (locker room, gyms, classrooms and fields).

Community Relations:

1. Communicate with the parents of assigned students regarding the activities and progress of the students in the classroom.

Secondary Duties:

1. To work with the principal in providing a program of continuous instructional delivery to assigned students.
2. Keep informed of modern educational thought and practices through advanced study, attending conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
3. Attend and participate in district-sponsored in-service programs.
4. Performs duties with awareness of all LEA requirements and practices.
5. Perform duties as assigned by the Superintendent and/or his/her designee.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. A Health and Physical Education Teacher shall hold at least a bachelors degree and appropriate certification from an accredited institution.
2. Knowledge of State and Federal regulations relative to elementary and/or secondary instruction.
3. Knowledge of program planning and budgeting.
4. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the collective bargaining agreement.