

Title: Physical Education Teacher

Qualifications: Baccalaureate Degree  
Valid Louisiana Teaching Certificate

Reports to: Principal and Appropriate Supervisor

Job Goals: Plan and implement programs that will help students to develop cardio-respiratory endurance, muscular endurance, muscular strength and flexibility.

Performance Responsibilities:

I. General Performance Responsibilities

The teacher shall be expected to:

- A. Support school in word and action.
- B. Dress in a manner appropriate to the role of a teacher.
- C. Maintain consistent poise and self-control in all situations.
- D. Exhibit exemplary personal conduct on and off campus.
- E. Be aware of and practice school rules and policies.
- F. Assist in maintaining consistent school-wide disciplinary standards in accordance with school board policy.
- G. Provide students with standards and examples for treatment of school property and hold students accountable for these standards.
- H. Cooperate with administrators and fellow faculty members in day-to-day operations of school.
- I. Report to school each morning promptly at the designated time and remain on campus until the official end of the day for teachers. Any absence from campus during the school day shall be with the expressed approval of the principal.
- J. Appear at classroom, bus, hall, lunchroom, and other assigned duties on time prepared to carry out responsibilities.
- K. Sponsor and/or assist with co-curricular activities as assigned.
- L. Carry out extra curricular duties and necessary after school activities as assigned.
- M. Assume responsibility for implementation of emergency procedures.

- N. Base student evaluations on planned and implemented lessons.
- O. Participate in in-service training.
- P. Support and participate in school projects.
- Q. Contribute to system-wide development of educational excellence.

II. Curriculum, Instruction, and Management Responsibilities

The physical education teacher shall be expected to:

- A. Plan lessons in accordance with parish policy.
- B. Confer with students/parents according to established procedures.
- C. Plan for professional development.
- D. Provide plans for supervisor for ancillary personnel in the classroom.
- E. Advise students of required dress.
- F. Help create in all students a respect for the worth of each individual.
- G. Encourage all students to examine and discuss freely diverse points of view and assist them in practicing democratic objectives.
- H. Help students participate in developing and recognizing objectives.
- I. Arrange for adult supervision when called from the classroom. The teacher should not be away from the classroom except when absolutely necessary.
- J. Give earliest possible notice to appropriate official when a substitute is needed.
- K. Achieve established and approved objectives.

III. Planning:

The teacher shall be expected to:

- A. Plan effectively for instruction:
  - 1. Specify learner outcomes in clear, concise objectives.
  - 2. Include activities that develop objectives.
  - 3. Identify and plan for individual differences.
  - 4. Identify materials other than standard materials for lesson.
  - 5. State method(s) of evaluation to measure learner outcome

IV. Management:

The teacher shall be expected to:

- A. Maintain an environment conducive to learning.
  - 1. Promote student safety is a priority.
  - 2. Ensure that students have enough space to actively participate.
  - 3. Implement transitions that are clear, short, and effective.
  - 4. Establish clear expectations for learner behavior.
  - 5. Use monitoring techniques to facilitate learning

V. Instruction

The teacher shall be expected to:

- A. Use a variety of instructional techniques to appeal to multiple learners.
- B. Sequence lesson to promote learning.
  - 1. Opener/Warm-Up
    - a. Guide students in preparing bodies for physical activity
    - b. Introduce academic content
  - 2. Lesson Content
    - a. Provide activities that develop motor skills, team and individual sports skills, lifetime activities, rhythm and dance, organized games.
    - b. Ensure that students remain moderately or vigorously active for the majority of class.
    - c. Activities teach academic content through movement.
  - 3. Wrap-Up/Cool Down
    - a. Review lesson content and skills.
    - b. Provide activities that reduce student intensity.
    - c. Ensure flexibility.
- C. Use available teaching materials to achieve lesson objective(s).
- D. Relate relevant examples, unexpected situations, or current events to content.

- E. Accommodates individual differences.
- F. Demonstrates ability to communicate effectively with students.
- G. Involve all students in activities or discussions.
- H. Utilize formative assessment throughout the lesson (check for understanding).

VI. School Improvement

The teacher will be expected to:

- A. Serve on task forces and decision-making committees when appropriate.
- B. Implement the School Improvement Plan.
- C. Provide clear and timely information to parents/caregivers and colleagues regarding classroom expectations, student progress, and ways they can assist learning.
- D. Encourage parents/caregivers to become active partners in their children's education and to become involved in school and classroom.
- E. Seek community involvement in instructional programs.

VII. Professional Development

The teacher will be expected to:

- A. Develop and annual Professional Growth Plan.
- B. Complete an annual self evaluation.

VII. Record Keeping Performance Responsibilities

The teacher will be expected to:

- A. Keep accurate attendance records and report absences to the principal.
- B. Keep required curriculum records.
- C. Maintain accurate, current record of student grades.
- D. Complete reports and paper work as scheduled.
- E. Make lesson plans and materials available to substitute teachers.
- F. Maintain accurate inventories of all equipment.

I have read and understand the above responsibilities of a physical education teacher in the Caldwell Parish School System.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_