



Holy Family Catholic School

Job Description: Physical Education Teacher & Athletic Director

Responsibilities:

- Act as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administrators and Advisory Board.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and the RCBO Employee Handbook.
- Attends faculty and administrative meetings.
- Maintains all required certifications per employment contract.
- Attend any and all Diocesan trainings and professional development opportunities, including the Diocese of Orange new teacher orientation and the CSJ workshop, along with attaining and maintaining religious certification.

Definition:

The Physical Education Teacher & Athletic Director teaches students in Transitional Kindergarten through Eighth grade P.E. class weekly as well as oversees all aspects of the afterschool sports program.

Duties:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop curriculum and weekly lesson plans for TK-8th grade, submitting to Administration prior to implementing Monday morning.
2. Maintain gradebook keeping current biweekly.
3. Establish consistent class management approach promoting self-direction, positive self-image. Set high standards for student behavior, managing inappropriate behaviors effectively and age-appropriately.
4. Plan, coordinate and oversee special events such as Olympic Day and Jog-a-Thon.
5. Communicate with Administration, Faculty, students and parents, following Diocesan Employee Handbook guidelines with emails and any interactions.
6. Design, maintain and regularly update Google Classroom.



7. Overseeing all aspects of the Athletics Programs and department.
8. Establishes and maintains records for all afterschool sports activities.
9. Coordinating all aspects of the Fall, Winter and Springs sports seasons, including but not limited to, finding and coordinating coaches, scheduling events, player rosters, equipment management, setting up for athletic events, purchasing snack cart items and more.

QUALIFICATIONS:

Education/Experience:

- A bachelor's or master's degree preferably in Physical Education, or related field
- Experience teaching elementary students TK - 8th grade
- Experience coaching

License/Certificate Requirement:

- A valid California Teacher's Credential
- A valid Certification of Basic First Aid and CPR

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein 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 job functions.

Environment: Work is performed in an indoor and outdoor setting, the majority being outdoors.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor school campus setting; lift, carry, push, pull or otherwise move moderately heavy to heavy loads; walk long distances around campus; bend, stoop, squat, and reach; climb stairs.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Ten-months 7:30am to 4:30pm, promptness is expected. May need to work later and or weekends for special events as requested.

Reports to: Principal