



## **Certified Teacher K-5 - Physical Education Endorsement – Job Description**

**General Functions:** The Physical Education Teacher at the elementary school (K-5) level is responsible for planning and implementing physical education activities, monitoring students, and evaluating student outcomes. Physical education in elementary schools typically emphasizes sports-related skills, cultural responsiveness, movement patterns, games, and fitness activities. The Physical Education Teacher records and maintains student information. He or she is responsible for communicating with all parties involved in the student's education. The Physical Education Teacher serves on special committees on a volunteer basis and participates in all required in-service training programs. This is a 10-month position.

### **Qualifications:**

- Prepare/set up the area before the first day of school.
- Set up equipment before class.
- Provide an atmosphere and environment conducive to students' intellectual, physical, social, and emotional development.
- Prepare and implement lesson plans that provide appropriate learning experiences for each student.
- Establish and enforce rules of conduct; supervise students in the classroom and cafeteria, or outside
- Participate in school-wide behavioral programs, document student behavior, and make necessary referrals.
- Demonstrate the skills being taught and assist students in performing them.
- Teach safety rules related to each activity.
- Assess fitness levels by performing fitness testing twice a year.
- Research and order physical education and recess equipment.
- Plan, organize, and coordinate a field day; develop activities; and set up for activities related to the Xinachtli enrichment calendar.
- Monitor and evaluate student skill levels and outcomes.
- Maintain student records in accordance with established procedures and practices.
- Prepare interim progress reports and quarterly report cards.
- Prepare information sheets for participation in parent-teacher conferences.
- Communicate and interact with students, parents, staff, and the community.
- May plan and supervise field trips following established procedures.
- Meet and coordinate with specialists; adapt activities to students' special needs; develop appropriate modifications for I.E.P. and 504 plans.
- Incorporate the elements of our enrichment program – Xinachtli Pedagogy – pertinent to Physical movement

- Serve on special committees and fulfill the responsibilities of a committee member.
- Attend planning meetings, team meetings, staff meetings, data meetings, and other meetings of groups according to membership in those groups.
- Monitor use and care of equipment, materials, and facilities.
- Attend in-service training and county workshops. Prepare lesson plans and materials for substitute teachers, including class lists and any special instructions related to students' special needs.
- Create emergency lesson plans as required.
- Maintain regular, on-time attendance.
- Accommodate visitors to the classroom.
- Participate in fire drills, as required.
- May be asked to participate in whole school and community initiatives
- May be required to move furniture out of the classroom to prepare for activities.
- Participate in fire drills, as required.
- May participate in student teacher/intern program.

***Machinery, Tools, Equipment, Work Aids Used:***

- Balls (playground balls in all sizes, footballs, basketballs, and volleyballs)
- Pumps
- Balloons
- Bowling pins
- Nets and net stands
- Portable goals
- Bean bags
- Hula hoops
- Frisbees
- Rings
- Dice
- Posts
- Plastic tubes
- Parachutes
- Jump ropes
- Items for use in the construction of obstacle courses
- Mats
- Cones
- Drums, rattles, and other percussive instruments
- Carpet Squares
- Popsicle sticks
- Whistle
- Tape
- Pedometers
- Equipment bags; equipment carts
- Storage bins, buckets, and crates
- Any other sports or fitness-related equipment needed for activities, including recess

- Sound system
- Microphone
- Computer, mouse, printer
- Smart Board
- Office supplies
- Clipboard, attendance folders, activity cards
- Bucket

#### **EDUCATIONAL/VOCATIONAL PREPARATION**

- Bachelor's Degree in a related field

#### **REQUIRED CERTIFICATES/LICENSES**

- Current MD State Teaching Certification
- Fulfill requirements to maintain certification
- Bilingual Spanish/English (no need for bilingual certification)

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the subject area.
- Knowledge of principles and methods for curriculum design and presentation.
- Understanding differences in ability and differences in learning styles.
- Skill in conveying information effectively to different ability levels and learning styles.
- Skill in developing or selecting and using instructional methods and materials.
- Ability to use logic and reasoning to appropriately handle problems that arise.
- Ability to communicate effectively orally and in writing, to students, parents, and staff.
- The ability to effectively manage a classroom.
- Ability to maintain a positive attitude and calm manner.
- Ability to remain flexible with changes in routine or plans.
- Knowledge of computers and software programs.

#### **JOB SITE ENVIRONMENT**

##### ***Work Site***

- Inside: 75%
- Outside: 25%
- Seasonal

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- I accept the position offered and agree to the job description above.

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- Print Name \_\_\_\_\_

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

- Approved By \_\_\_\_\_ Date: \_\_\_\_\_

Dr. Hector Giron, Head Administrator