

JOB DESCRIPTION

I. TITLE

Supervisor of Physical Education and Health (PS-12)

II. PRIMARY FUNCTION

To supervise and organize the health and physical education programs in accordance with law, Board of Education policy and regulations

III. REPORTS TO

Assistant Superintendent of Curriculum and Instruction and/or designee

IV. SUPERVISES

Department professional staff

V. QUALIFICATIONS

- Must possess a regular New Jersey Instructional Certificate endorsed for the appropriate subject matter. If more than one subject area is included in position, certification endorsement must be in at least one of the subject areas
- Must possess (or be eligible for) New Jersey Supervisor's Certificate
- Must have a Bachelor's degree with major in the subject area, plus a Master's degree preferably in the subject area
- Minimum of three (3) years of successful teaching in the subject area required
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

VI. MAJOR DUTIES AND RESPONSIBILITIES

- Develop, implement and evaluate PS-12 programs and services related to health and physical education
- Plan and conduct observations/evaluations of the health and physical education programs and make recommendations for their improvement based on Edison's Essential Instructional Behaviors the NJ content standards
- Disseminate information on new educational research and new State Department rules and regulations in the area of health education and physical education
- Assist in the screening, interviewing and hiring of departmental personnel
- Develop and maintain effective working relationships and communications with staff, parents, community groups and outside agencies
- Schedule and hold meetings with PS-12 health and physical education personnel
- Prepare budget recommendations regarding related programs and services
- Supervise and coordinate staffing needs
- Assist in the orientation and in-service training of assigned personnel
- Assist in the scheduling process
- Review lesson plans on a regular basis
- Conduct classroom observations and to assist and evaluate teachers
- Performed such other duties as may be assigned by the Superintendent or designee

VII. TERMS OF EMPLOYMENT

Twelve-month position in accordance with provisions of EPSA/BOE contract