

PARISH



EPISCOPAL SCHOOL

WISDOM ▪ HONOR ▪ SERVICE

Title: Physical Education Instructor/Coach

Status: Full-time; 9.5 months

Classification: Salary; Exempt

Reports to: Athletic Director

POSITION OBJECTIVES

Parish Episcopal School is seeking a full-time Physical Education Instructor/Coach. The majority of the responsibilities associated with this position will be teaching daily Physical Education classes ranging from 3rd-12th grade. In addition, the candidate will be required to coach multiple sports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Work collaboratively within the Physical Education department to plan and execute class lesson plans.
 - Coach multiple sports at appropriate levels.
 - Assist as Game Administrator for MS/US sporting events as needed.
 - Assist with extra-curricular activities as assigned.
 - Assist with recess duty during the school day.
 - Coordinate with other instructors and administration to develop the total child.
 - Adhere to Parish Episcopal "Characteristics of Effective Teaching".
 - Promote the school's statement of mission and philosophy.
 - Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends Staff Development Meetings
 - Attends Chapel
 - Attends Division Meetings
 - Attends Department & Team Meeting
 - Attends school events
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QUALIFYING CHARACTERISTICS

- Minimum a four-year degree in related subjects.
- A successful candidate will have an educational background in physical education, health, kinesiology, or a related field.
- Previous experience teaching Physical Education classes.
- Significant coaching experience, preferably across multiple domains, is desired.
- This individual must have excellent communication skills and tact in dealing with parents, other instructors and children in a school setting.
- Must exercise good judgment when dealing with students of all ages; set a good example for students; comply with school standards as they relate to faculty conduct.
- Flexibility in work schedule, as needed, as involvement in student life is an expectation of all teachers.
- Must be able to meet the physical requirements of the position.
- Flexibility in work schedule, as needed, as involvement in student life is an expectation of all teachers.

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults;

- Some Exposure to Students
- Travel – Light
- Travel – Heavy
- Evening and/or Weekend Commitment – Light
- Evening and/or Weekend Commitment – Heavy

- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing
- Color Perception

- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds

- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.
