



106 E. Church Street
Orlando, Florida 32801
407-849-1665

JOB DESCRIPTION

Position: Full-time Physical Education Teacher

Reports to: Director of Middle School

Duties and Responsibilities

- Prepare/set up gym prior to the first day of school.
- Set up equipment prior to class.
- Provide an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of students.
- Prepare and implement lesson plans, providing for appropriate learning experiences for each student.
- Establish and enforce rules of conduct; supervise students in the gymnasium, dining hall, and Green Space.
- Participate in school-wide behavioral programs, document student behavior and make necessary referrals.
- Demonstrate skills being taught; assist students in performing skills.
- Teach safety rules related to each activity.
- Collaborate with the Athletic Director to develop a plan for skill development
- Research, and order physical education and recess equipment.
- Monitor and evaluate student skill levels and outcomes.
- Maintain student records following established procedures and practices.
- Prepare interim progress reports and quarterly report cards for middle school.
- Communicate and interact with students, parents, staff, and the community.
- May plan and supervise field trips following established procedures.
- Attend planning meetings, team meetings, staff meetings, and other meetings as assigned
- Monitor use and care of equipment, materials, and facilities.
- Prepare lesson plans and materials for substitute teachers; include class lists, and any special instructions related to students.
- Create emergency lesson plans as required.
- Maintain regular, on-time, attendance.

- Accommodate visitors.
- Knowledge of emergency plans for the school, such as lockdown, lockout, fire, and weather procedures.
- Participate in fire drills, as required.
- May be required to move furniture in or out of the gymnasium to prepare for activities.
- Attend pre-planning and post-planning
- Check voice messages and emails daily, at a minimum.
- Returns phone calls and emails within 1 business day of receipt
- Required to coach one sport a year
- Shuttle driver for sports practices and matches.

Education and Experience:

- Bachelor's degree or higher in a related field
- Training or background in K-8 education

Skills and Abilities:

- Excellent skills in communicating both orally and in written form
- Knowledge of subject area.
- Skill in conveying information effectively to different ability levels.
- Ability to use logic and reasoning to appropriately handle problems that arise.
- Ability to communicate effectively both orally and in writing, to students, parents, and staff members.
- Ability to effectively manage a group of students.
- Ability to maintain a positive attitude and calm manner.
- Ability to remain flexible with changes in routine or plans.
- Ability to collaborate about physical education and athletics
- Knowledge of computers and software programs.

Personal characteristics:

- Professes a saving faith in Jesus Christ as Lord and Savior and accepts the authority of scriptures as a guide for faith and living
- Model Christian character in speech and actions
- Align with the school's defining characteristics
- High personal commitment to excellence
- Understanding of and love for children and the ability to relate effectively with them
- Ability to work under pressure with a positive attitude
- Enjoys working collaboratively with other like-minded professionals
- Ability to keep confidential information private
- Energetic, flexible, resourceful
- Leadership and mentoring skills

Working Conditions:

This position requires that the employee work from Monday – Friday. Some additional hours in the evenings and on week-ends is necessary for school events and planning.

Physical Requirements:

Must be able to ascend/descend multiple flights of stairs and transport about 10-15 pounds. Must be able to effectively traverse possibly uneven ground to manage students.