



Job Description: Athletic Director and 5th-8th grade PE teacher

Job Status: Full Time

Reports to: Middle School Division Head

Schedule: School year

Summer duties: Professional Development & Preparation for Upcoming Year

Position Summary

The 5th-8th grade Athletic Director/ PE teacher is a valuable part of the St. Paul's teaching team. This teacher is responsible for all aspects of the 5th-8th grade physical education program. As the Athletic Director, they hire and supervise middle school coaches, communicate with parents, serve as the St. Paul's liaison with our athletic league, coordinate the middle school athletic program, and manage our athletic facilities.

Major tasks & duties

- Plan and deliver developmentally appropriate lessons and activities for 5th-8th grade students.
- Hire and supervise coaches for the middle school athletic program.
- Work with the league and other area schools to schedule league and tournament games.
- Ensure the facility is prepped and ready for home games, and schedule referees for all home games.
- Be a visible preference and representative at athletic events, and act as an ambassador for the school by attending school-wide events
- Support the school community outside of the classroom at special events, sporting events, and in other venues.
- Use athletics as a platform to build community and teach valuable life skills.
- As a member of the middle school team, teach chapel lessons and integrate life skills into the curriculum.
- Use clear and timely communication with colleagues and parents.
- Conduct parent/teacher conferences and be available to meet with parents as needed.
- Complete grade cards and comments.
- Order and maintain appropriate supplies and materials and work within provided budget.
- Work collaboratively to achieve the mission of the school.
- Model competence, personal responsibility, and respect for others in every aspect of the job.
- Meet regular and predictable attendance requirements, including attending division and all school meetings, divisional and All School chapels, professional work days, and admissions related events.
- Chaperone student anchor trips as needed.

Preferred qualifications

- Bachelor's degree in related field.
- Experience coordinating and coaching youth sports.

Physical demands

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

Position Benefits

St. Paul's offers a salary and benefits package that is highly competitive when compared with regional public, parochial, and independent schools. Benefits include health, dental, and vision insurance, 80% tuition remission for faculty K-8 children (25% for early childhood), a generous 403(b) retirement plan, ongoing professional development opportunities, and free lunch.

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.