

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **WEST PLAINS R-VII SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**POSITION TITLE:** Physical Education Teacher K-6  
**REPORTS TO:** Principal  
**DEPARTMENT:**  
**LAST REVISED:** February 7, 2012

#### **PRIMARY DUTY**

To instruct students in physical education activities in an educational institution. Ensures that all students acquire the grade level skills set forth by Missouri Department of Education and West Plains R-VII curriculum.

**ESSENTIAL JOB FUNCTIONS** include the following. Other duties may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ Plans physical education programs to promote development of student's physical attributes and social skills.
- ❖ Teaches individual and team sports to students, utilizing knowledge of sports techniques and physical capabilities of students.
- ❖ Organizes leads, instructs and referees indoor and outdoor games such as volleyball, baseball and basketball as well as lead up activities for these games.
- ❖ Explains and enforces safety rules and regulations governing sports and the use of exercise equipment.
- ❖ Observes and supervises students closely, detecting and correcting mistakes.
- ❖ Instructs individuals or groups in beginning or advanced calisthenics, gymnastics or corrective exercises, determining type and level of difficulty of the exercise, corrections needed and prescribed movement.
- ❖ Teaches and demonstrates use of gymnastic and training apparatus, such as mats, bars and weights.
- ❖ Administers tests to evaluate student's progress, records results and issues reports or conducts meetings to inform parents of progress.
- ❖ Instructs students by lecturing, demonstrating and using audiovisual aids and other materials to supplement presentations.
- ❖ Prepares course objectives and outlines for course of study following curriculum guidelines or requirements of State and school.
- ❖ Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- ❖ Establishes and maintains appropriate working relationships by actively communicating with parents.
- ❖ Keeps attendance records.
- ❖ Maintains discipline
- ❖ Recognizes and refers students encountering medical, physical and/or psychological problems to District specialists as required.
- ❖ Promotes healthy lifestyle activities and eating.

**SECONDARY JOB FUNCTIONS** include the following. Other Duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the secondary job functions.

- ❖ Participates in faculty and professional meetings, educational conferences, mentor programs and teacher training workshops.
- ❖ Attends staff meetings and serves on staff committees as required.
- ❖ Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer (s).
- ❖ Contributes to the decisions made by the District and building regarding budget, facilities, curriculum and personnel well-being.
- ❖ Performs additional tasks and assumes such other responsibilities as assigned by the Principal.

**EDUCATION and EXPERIENCE** an equivalent combination of education, training and experience will be considered.

- ❖ Bachelor's degree ( B.A.) from four-year College or University
- ❖ Missouri State Teaching Certificate.

**KNOWLEDGE, SKILLS and ABILITIES** which may be representative but not all inclusive of those commonly associated with this position.

- ❖ Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students.
- ❖ Math Ability: Basic math skills required.
- ❖ Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.
- ❖ Computer and Equipment Skills: To perform this job successfully, an individual should have knowledge and experience with word processing software; spreadsheet software; development software and the Internet. Additionally individuals will utilize standard office equipment including photocopiers and telephone systems.
- ❖ Personnel Management: Skilled at developing, motivating, and directing people as they work.

**COMPETENCIES** to perform the job successfully, an individual should demonstrate the following competencies:

- ❖ Interpersonal - Focuses on solving conflict; maintains confidentiality; remains open to others' ideas and viewpoints.
- ❖ Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- ❖ Development - Assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.
- ❖ Written Communication - Writes clearly and informatively; able to read and interpret written information.
- ❖ Leadership - Inspires and motivates others to perform well; effectively influences actions and opinions of others; inspires respect and trust; accepts feedback from others; provides vision and inspiration to students and peers; gives appropriate recognition to others.
- ❖ Ethics - Treats people with respect; works with integrity and ethically; upholds school district values.
- ❖ Adaptability - Adapts to changes in the work environment; changes approach or teaching method to best fit the situation.
- ❖ Attendance/Punctuality - Is consistently at work and on time.
- ❖ Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions.

- ❖ Mental toughness – Maintains composure, keeps emotions in check, controls anger, and avoids aggressive behavior, even in difficult and stressful situations.

**WORK ENVIRONMENT** environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- ❖ Exposed to loud noise levels. Regularly exposed to varying inclement outdoor weather conditions for outside activities.
- ❖ This individual may be exposed to potentially hazardous bodily fluids.

**PHYSICAL ABILITIES** commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ The employee must frequently lift and/or move up to 50 pounds.
- ❖ Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to talk or hear. The employee is occasionally required to sit.