

TITLE: **HEALTH AND PHYSICAL EDUCATION TEACHER**

QUALIFICATIONS: Valid Illinois Teaching Certificate appropriate for assigned grade level and/or subject area
Freedom from communicable diseases

REPORTS TO: Building Principal

SUPERVISES: Students under direct or indirect control

JOB GOAL: To provide instruction that focuses on the social, emotional, intellectual and physical development of students

PERFORMANCE RESPONSIBILITIES:

In addition to the “Responsibilities of the Classroom Teacher”.

1. Collects and analyzes course requirements and updates course outlines for health and physical education.
2. Coordinates maintenance of equipment.
3. Submits and follows-up repair requests.
4. Reports broken equipment and inadequate supplies.
5. Requests necessary equipment and supplies.
6. Coordinates inventory of equipment (end-of-year).
7. Inspects locker rooms and P.E. facilities and reports problems.
8. Coordinates reports of theft and vandalism in the locker area.
9. Assists students with equipment problems.
10. Coordinates distribution of equipment on a daily basis.
11. Distributes locks and provides combination information to students.
12. Coordinates lost and found uniforms and shoes.
13. Coordinates and recommends sequence of activities.
14. Performs responsibilities described in the P.E. Non-Dress Policy.
15. Coordinates safety precautions.
16. Coordinates processing of accident reports.
17. Provides information on hygiene for students.
18. Coordinates with nurse in health related areas.
19. Coordinates system for distribution and collection of towels.
20. Responsible for implementation of all 504 and RTI plans.

STANDARDS:

In addition to the “Standards of the Classroom Teacher”:

PROFESSIONAL RESPONSIBILITIES

- A. Maintains an inventory of equipment and makes proper requests when materials are broken or needed.
- B. Maintains supervision of the gym and locker room ensuring proper student safety.
- C. Coordinates the distribution of equipment during the school year.

Approved: 11/19/12