



Job Description: Junior High Physical Education Teacher

"Discipling young people to make a difference in their world"

Job Classification: Faculty
Provisional Period: Yearly contract based on annual evaluation
Department: Junior High
Assignment Category: Part-/Full-time

Job Description Summary:

The DCS Junior High P.E. teacher understands and carries out the established school philosophy and goals in the area of physical development, motor skill training and overall sports.

Ministry Description Summary:

He/she has a calling in his/her heart to serve God as a faculty member of DCS; who is assured of his/her personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as a faculty member of DCS.

Specific Duties:

- Be familiar with, and adhere to, all adopted school statements, school handbooks, scope and sequence, and curriculum guides
- Develop skills in biblical integration throughout curriculum
- Continue to develop and implement Physical Education curriculum and prepare monthly lesson plans to submit to administration, coordinating curriculum across the various grade levels in Junior High
- Account and care for physical education equipment
- Inventory equipment at beginning and end of school year
- Supervise locker rooms while students are changing clothes
- Maintain clean locker rooms
- Monitor the school standards for designated P.E. uniforms in all classes
- Work closely with Health Services office in treatment of injured students
- Assume responsibility for class discipline and notify administration of consistent discipline issues
- Prepare and submit quarterly grades/reports to administrative office
- Submit requests for needed equipment to Administration in a timely manner and in accordance with budget policies
- Maintain playground, playing field and gymnasium so that they are safe and appropriate for intended usage

Job Factors:

- **Minimum education level required:**
 - B.A. or B.S. in Education
 - Currently holds ACSI certification or willing to work towards certification
- **Minimum experience level required:** Student teaching completed
- **Reports to:** Junior High Administrator
- **Supervision exercised:** Students; mentored teacher, if applicable
- **External contacts:** Parents; outside classroom resource personnel

Performance Standards/Skills:

- Proficient in basic computer skills for Word, Excel, Publisher, RenWeb
- Able to utilize keyboard-driven equipment such as computers, calculators, etc.
- Able to operate office equipment such as fax machine, intercom, copy machines, etc.
- Able to operate multiplex phone system 1
- Requires manual dexterity – able to open/close safety doors, operate light switches, door locks & file cabinet drawers
- Writes clearly with all conventional writing tools
- Vision and hearing in normal range (with or without correction)
- Able to access all school areas without difficulty
- Able to lift objects weighing up to 20 pounds (boxes of paper, school equipment)
- Completes individual assignments in a timely manner