

**MANAGEMENT JOB DESCRIPTION**

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**COORDINATOR OF PHYSICAL EDUCATION, HEALTH,  
AND WELLNESS**

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**JOB SUMMARY:**

Under the supervision of the Executive Director of Operations and Instruction Services and Support, the Coordinator of Physical Education, Health, and Wellness provides leadership and service in the planning, implementation, and monitoring of the District's Wellness Board Policy and physical education instructional programs. The coordinator works with District and school staff members, students, parents, and community organizations to fulfill the national and state physical education and wellness policy requirements.

**ESSENTIAL JOB FUNCTIONS:**

- Facilitates Districtwide change efforts to support healthy behaviors enhancing achievement for all students.
- Functions as a health and wellness specialist providing leadership in curriculum and staff development.
- Supervises and supports the implementation and monitoring of physical education instructional minutes and Wellness Policy guidelines with principals, teachers, and staff.
- Directly assists school sites with program development, training, instructional materials, and implementation.
- Supports and assists with physical education programs collaboratively with teachers throughout the District.
- Provides inservice training and/or professional presentations to the Board of Education, District staff, parents, and community organizations.
- Develops and maintains physical education and wellness webpage, information training materials, and other resources.
- Develops and oversees grants and projects related to physical education and wellness.
- Maintains a variety of service-related records and prepares reports for the Board of Education, staff, and community partners.
- Attends District, state, county, and community meetings and disseminates information to appropriate District personnel.
- Demonstrates professional ability to collaborate and effectively communicate with other District staff and various community organizations or agencies.
- Serves as Chairperson of District Wellness Committee.
- Assists with promotion and development of District staff wellness.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

**Credentials:**

- Administrative Services Eligibility
- Multiple Subject Credential with Physical Education Supplemental or Single Subject in Physical Education
- English Learner Authorization (CLAD) or equivalent

**Minimum Qualifications:**

- Knowledge of Physical Education Model Content Standards and Health Education Content Standards.
- Experience in providing staff development.
- Strong written and oral communication skills.
- Strong educational technology skills.
- Knowledge and expertise in subject-related software and other resources.
- Knowledge of current theories, techniques, research, and methodologies related to physical education and wellness.
- Strong organizational skills.
- Evidence of successful physical education teaching experience.

**Education:**

- Bachelor's Degree
- Master's Degree desirable

**Personal Qualities:**

- Capacity to manage multiple projects simultaneously in a fast-paced environment, balancing day-to-day operations with special projects.
- Problem-solving and analytical skills with a management style that considers multiple approaches to challenges.
- Strong presentation skills.
- Appearance, grooming, and personality that establishes a desirable example for students and staff.

*Management Salary Schedule: Range I*

*BOARD APPROVED: 8/12/15*

*REVISION DATES:*