**Job Description**
**MOORE PUBLIC SCHOOLS**

**Job Title:** **Physical Education/Health/Wellness & Athletic Compliance Coordinator**

**Qualifications:**

**Credentials:** Valid Oklahoma Teaching Certificate

**Education:** Bachelor's Degree in Physical Education, Health, Kinesiology, or related field (Master's Degree Preferred)

**Training or Experience Required:** Minimum of three (3) years of successful teaching experience; experience in athletic programs, student activities, or wellness initiatives preferred.

**Special Skills, Knowledge, Abilities:**
Must possess knowledge of K–12 Physical Education standards and state health curriculum requirements; understanding of Name, Image, and Likeness (NIL) programs and compliance expectations; familiarity with NCAA eligibility requirements and college readiness standards for student-athletes; ability to coordinate and develop and implement district-wide programs and initiatives including district wide wellness program; ability to serve as liaison between students, parents, school staff, and external organizations; ability to interpret policy and regulations and ensure compliance; strong organizational, communication, and leadership skills.

The position requires basic communication skills to exchange information, give/receive instructions, and respond to inquiries. Includes completing reports, documentation, and written correspondence with clarity and accuracy. Communicates in clear, grammatically correct English.

**Reports To:** Assistant Superintendent -Curriculum and Instruction

**Job Goal (Purpose of Position):**
Performs skilled/professional-level tasks under limited supervision to ensure that district-wide Physical Education, Health, Wellness, and student-athlete compliance programs are effectively implemented and aligned with local, state, and federal requirements. This position oversees K–12 Physical Education programming, health curriculum alignment, NIL and NCAA education and compliance, and district wellness initiatives.

An incumbent in this position will exercise discretion, ingenuity, and independent judgment given the complexity and scope of responsibilities.

**Contact with Others:**
An incumbent in this position has regular contact with students, parents, staff, administrators, and community partners. The job requires interpreting and explaining policies, procedures, and regulations; advising stakeholders on compliance and program participation; and maintaining the confidentiality of sensitive information.

**Performance Expectations:**
The incumbent/employee will need to:
(A) be customer-focused to resolve problems effectively;
(B) manage programs and personnel while promoting productivity, efficiency, and safety;
(C) manage resources with fiscal responsibility and maintain accurate records;
(D) communicate effectively with staff, students, and the public;
(E) conduct short- and long-range planning aligned with district goals;
(F) demonstrate leadership, innovation, and initiative;
(G) collaborate with stakeholders to accomplish district objectives; and
(H) contribute to the quality and growth of district instructional and extracurricular programs.

**Essential Job Functions (PERFORMANCE RESPONSIBILITIES):**

1. Provides leadership and coordination of district-wide K–12 Physical Education programs, including curriculum alignment and instructional best practices.
2. Oversees elementary and secondary physical education requirements, including the development and coordination of extracurricular elementary sports programs.
3. Ensures all district health curriculum meets Oklahoma State Department of Education requirements and maintains up-to-date curriculum guides and documentation.
4. Leads the implementation, monitoring, and evaluation of the district's Wellness Policy, including initiatives promoting student and staff health and well-being.
5. Develops, implements, and manages district Name, Image, and Likeness (NIL) program in alignment with Board policy.
6. Serves as district liaison for NIL platforms (e.g., Opendorse), providing guidance and support to students and parents regarding account setup, compliance, and opportunities.

7. Educates students, parents, coaches, and staff on NIL regulations, expectations, and ethical considerations while ensuring adherence to district and state policies.
8. Monitors and protects Board policy related to NIL activities and student participation.
9. Maintains current knowledge of NCAA eligibility requirements and collaborates with counselors, coaches, students, and parents.
10. Assists counselors, parents, and student athletes when requested with college readiness and compliance.
11. Serves as a consultant to administrators, teachers, and coaches regarding physical education, health, wellness, and compliance programs.
12. Provides professional development opportunities for staff in assigned program areas.
13. Develops and maintains necessary records, reports, and program documentation.
14. Prepares budget recommendations and monitors expenditures for assigned programs.
15. Evaluates program effectiveness and makes recommendations for improvement.
16. Assists with public relations and community engagement efforts related to wellness, athletics, and student programs.
17. Develops partnerships with community organizations and agencies that support student wellness and athletic development.
18. Performs other duties as assigned.

**Supervision Exercised:**
Supervises programs and may indirectly supervise staff involved in Physical Education, Health, and Wellness initiatives.

**Physical/Mental Requirements and Working Conditions:**
Must be able to communicate effectively in person and by telephone; must be able to travel between district sites; must be able to participate in physical activities as needed for program oversight. This role operates in a fast-paced, compliance-driven environment with competing deadlines and evolving regulations. The coordinator must effectively manage

pressure, exercise sound judgment, and maintain composure while supporting students and student-athlete wellness and institutional compliance.

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| **TERMS OF EMPLOYMENT:** | 214 days |
| **SALARY:** | To be established by the Board. |
| **EVALUATION:** | Performance of this job will be evaluated in accordance with Board policy. |

Approved 05/11/2026