

Carlynton School District

Job Description



Position: 7-12 Gifted Education/7-12 Health and Physical Education Teacher
Reports to: Building Principal
FLSA Status: Exempt
Employment: Full Time

Position Summary:

The **7-12 Gifted Education/7-12 Health and Physical Education Teacher** is responsible for providing high-quality instruction in health, physical education, wellness, and gifted enrichment programming aligned to Pennsylvania Academic Standards, district curriculum, and individualized student needs. The teacher promotes student physical wellness, health literacy, personal fitness, teamwork, and lifelong healthy habits while also supporting the academic, intellectual, creative, and social-emotional development of gifted learners through specially designed enrichment opportunities and instructional supports.

The position requires the ability to design engaging instructional experiences that address diverse student learning needs, foster critical thinking and creativity, and encourage student growth in physical, academic, and personal development areas.

Professional Qualifications

- Valid Pennsylvania certification as a **Health and Physical Education K-12 – Instructional Level I or II**
- Preferred, but not required: Minimum of 2 years of successful experience writing and managing Gifted Individual Education Plans.

Essential Duties and Responsibilities

Health and Physical Education Instructional Responsibilities

- Plan and deliver standards-aligned instruction in health and physical education for secondary students.
- Teach concepts and skills that may include:
 - Personal fitness and wellness
 - Kinesiology and movement concepts
 - Motor skill development and performance

- Principles of exercise and physical training
- Team sports and individual activities
- Lifetime fitness and wellness activities
- Group interaction and cooperative learning skills
- Effects of physical activity on body systems
- Nutrition, health, and healthy decision-making
- Dance fundamentals and rhythmic activities
- Outdoor skills and recreational activities
- Adapted physical education activities
- Swimming and aquatics instruction, when assigned
- Develop and implement instructional activities that promote physical fitness, teamwork, sportsmanship, leadership, and healthy lifestyles.
- Differentiate instruction to meet the needs of diverse learners, including students with disabilities, gifted students, English learners, and students requiring instructional accommodations.
- Implement appropriate safety procedures and supervision practices during all instructional and physical activities.
- Utilize assessment data to monitor student growth and adjust instruction accordingly.

Swimming/Aquatics Responsibilities (When Assigned)

- Provide safe and effective swimming/aquatics instruction in accordance with district procedures and safety protocols.
- Maintain appropriate supervision and risk management practices during aquatic activities.
- Demonstrate competency in aquatic instruction and safety procedures.
- Maintain recommended aquatic certifications and/or relevant training when assigned to aquatics instruction.

Gifted Education Responsibilities

- Provide specially designed instruction, enrichment activities, and support services for gifted students in accordance with Pennsylvania Chapter 16 regulations and district gifted programming requirements.
- Develop and implement enrichment opportunities that foster critical thinking, creativity, problem-solving, innovation, leadership, and advanced academic exploration.
- Collaborate with classroom teachers to support differentiated instruction and enrichment opportunities for gifted learners within general education settings.
- Provides for the development, implementation, and monitoring of Gifted Individualized Education Plans (GIEPs).
- Utilize assessment data and student performance information to support gifted student growth and programming decisions.
- Support gifted students' social-emotional development, academic engagement, and individualized learning goals.

- Coordinate or support enrichment opportunities such as project-based learning, independent studies, competitions, leadership activities, and interdisciplinary learning experiences.

Collaboration and Communication

- Collaborate with teachers, counselors, administrators, parents, and support staff to support student achievement and wellness.
- Communicate effectively with parents and guardians regarding student progress, programming, and instructional goals.
- Participate in faculty meetings, curriculum work, professional learning communities, GIEP meetings, and district initiatives.
- Serve as a resource to staff regarding gifted instructional strategies, differentiation, and student wellness initiatives.

Classroom Management and Student Support

- Establish and maintain a safe, respectful, structured, and inclusive learning environment.
- Promote positive student behavior, teamwork, leadership, and responsible decision-making.
- Supervise students during instructional activities, athletic spaces, locker rooms, outdoor activities, and assigned duties.
- Foster positive student relationships and encourage student self-confidence, participation, and personal growth.

Professional Responsibilities

- Maintain current knowledge of health education, physical education, gifted education practices, wellness initiatives, and instructional methodologies.
- Participate in professional development activities related to health and physical education, gifted education, student wellness, and instructional technology.
- Utilize educational technology and instructional tools to enhance student learning and engagement.
- Maintain confidentiality of student records and information in accordance with FERPA and applicable laws.
- Comply with all district policies, administrative regulations, and state/federal requirements.
- Perform other duties as assigned by the Building Principal or district administration.

Position Qualifications

Professional Competencies

- Demonstrated proficiency in computer and technology skills related to data collection, record maintenance, communication, and office operations.
- Ability to manage multiple responsibilities, prioritize tasks effectively, and meet established deadlines.
- Ability to communicate clearly and professionally with administrators, staff, students, parents, substitutes, and community stakeholders.
- Knowledge and effective use of communication methods and technology appropriate to assigned responsibilities.
- Ability to identify concerns, analyze problems, and recommend appropriate solutions.
- Ability to exercise initiative, sound judgment, and decision-making within established administrative guidelines.
- Ability to maintain confidentiality regarding District operations, personnel, and student information.

Interpersonal Skills

- Ability to establish and maintain positive and productive working relationships with students, parents, staff, administration, and community members.
- Ability to listen, respond, and interact with others in a professional, respectful, and courteous manner.
- Ability to work collaboratively as a team member, coordinator, or leader as assigned.
- Demonstrated ability to promote a positive, cooperative, and service-oriented work environment.
- Ability to manage responsibilities and challenges in a fair, consistent, and equitable manner.
- Ability to work effectively in environments with frequent interruptions and changing priorities.

Position Expectations

Professional Responsibilities

- Demonstrates professionalism, dependability, and accountability in all job responsibilities.
- Adheres to District policies, procedures, and established chain of command.
- Responds appropriately to supervision, direction, and feedback.
- Demonstrates initiative and the ability to work independently with minimal supervision.

- Maintains appropriate professional appearance and conduct for the work environment.
- Incorporates innovative and progressive practices when appropriate to support District goals.
- Reports to work on time, maintains regular attendance, and uses work time efficiently and productively.

Organizational Skills

- Organizes work responsibilities and office/classroom operations efficiently to accomplish assigned tasks.
- Effectively plans, prioritizes, and manages multiple assignments, projects, and deadlines.
- Demonstrates flexibility and adaptability in response to changing work demands and priorities.

Technical Skills

- Demonstrates the ability to learn and effectively use new and existing software, hardware, and instructional technologies.
- Maintains working knowledge of standard office equipment and productivity tools.
- Produces written communication that is clear, concise, grammatically correct, and professionally formatted.
- Demonstrates proficiency in Microsoft Office/G-Suite applications and related technology tools, including:
 - Word processing and document formatting
 - Spreadsheet development and basic formulas
 - Presentation software and digital communication tools
 - Desktop publishing and graphic design applications as applicable to the position

Physical Demands

- Ability to traverse throughout school buildings and District facilities as needed.
- Ability to sit or stand for extended periods of time.
- Ability to lift, move, or transport materials and equipment weighing up to 30 pounds.
- Manual dexterity sufficient to operate office equipment and computer technology.
- Ability to perform repetitive hand and finger movements associated with keyboard and computer use.

Work Environment:

- The employee primarily works in an educational environment that includes classrooms, offices, common student areas, and school activity settings.

Driver's License:

- Must have a valid driver's license.

Clearances:

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.
- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

Terms of Employment:

- Work year, schedule, salary and benefits defined as per the Collective Bargaining Agreement between the Carlynton School District and the Carlynton Federation of Teachers.

Evaluation:

- Performance will be evaluated by the Building Principal in accordance with Act 13 and the Carlynton Federation of Teachers Collective Bargaining Agreement evaluation procedures.
- This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors on ENTER DATE HERE.

