

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Elementary Physical Education Teacher (K-5)

BASIC FUNCTION:

Under the direction of an assigned site administrator, serves the elementary schools as the certificated teacher of the elementary physical education program. The teacher is expected to provide a physical education program for and supervision of students in grades K-5, or a combination thereof, and assists in other school programs as assigned.

ESSENTIAL DUTIES:

- Teaches knowledge and skills in physical education to elementary students utilizing the course of study prescribed by the established curriculum.
- Evaluates and determines the skill and fitness levels of students in the physical education program.
- Plans, organizes, and implements physical education lessons based on California standards.
- Analyzes, demonstrates, and explains basic skills, knowledge, and strategies of formal sports, game rhythms, and fundamentals of body movement.
- Provides guidance and direction to physical education assistants in implementation of physical education instructional activities.
- Adapts curriculum to the needs of the students with varying intellectual abilities, and to accommodate a variety of instructional activities.
- Evaluates each student's progress in skills and fitness in relationship to the level being taught, and prepares and progress reports.
- Establishes and maintains standards of student behavior required to provide an orderly and productive environment.
- Instructs students in proper care and use of materials and organizes storage areas and controls use of materials, to prevent loss or abuse.
- Inspects and reviews game activity areas and physical fitness equipment to ensure that the physical education activities are conducted in a safe and non-hazardous environment.
- Instructs students in health, personal hygiene, grooming, and self-help skills.
- Selects and requisitions instructional materials and maintains inventory records.
- Communicates with parents, classroom teachers, elementary counselor, and principal on student progress.
- Works collaboratively with other school staff in planning a balanced physical education program.

OTHER REPRESENTATIVE DUTIES:

- Maintains professional competence through in-service education activities and professional learning communities provided by the District and/or self-selected professional growth activities.
- Cooperates in school-wide supervision of students during out-of-school activities.
- Participates in faculty and/or District committees and the sponsorship of activities.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic concepts of growth and development and behavior characteristics.
- Student behavior management and techniques.
- Strategies for working with individuals and groups.
- Principles of training and providing work direction.
- Analyzing assessment and other relevant data to assist in creating goals and objectives and evaluating the effectiveness of program services.

- Thorough understanding of the California Physical Education Content Standards.
- Instructional strategies pertaining to physical education and physical fitness instruction.
- Routine record management, storage, and retrieval systems and procedures.
- Appropriate English usage, punctuation, spelling, and grammar.
- Effective interpersonal skills using tact, patience and courtesy.
- Computer technology and software skills.

Ability to:

- Assess students for the appropriate instructional level and monitor progress.
- Develop and implement strategic lessons.
- Effectively communicate with students, staff and parents.
- Provide and maintain an effective environment for student learning.
- Read, interpret and apply legal mandates, policies, rules, regulations and operational procedures pertaining to school and departmental operations.
- Develop goals and objectives; establish and meet schedules and time lines; work with discretion and confidentiality.
- Establish and maintain cooperative and effective working relationships.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing in a clear and concise manner.
- Exchange and retrieve information in person and on the telephone.
- Apply policies and procedures related to the assigned duties and responsibilities of the position with good judgment in a variety of situations.

Personal Qualities:

Appearance, grooming, and personality which establishes a desirable example for pupils. Ability to meet District standards for physical or mental health. Above average recommendations from supervisors or other professional who have observed the personal characteristics, scholastic attainment, and performance of the classroom teacher, including the qualities listed below:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation

MINIMUM QUALIFICATIONS:

Bachelor's degree, including all courses needed to meet credential requirements. Valid California Teaching Credential authorizing service to teach departmentalized physical education classes at the elementary level.

WORKING CONDITIONS:

Environment:

- Outdoor playground and sports field environments.
- Indoor office and classroom environment.
- Moderate to loud noise levels.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to occasionally sit and frequently stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to frequently lift and/or move up to 30 pounds, or up to 75 pounds with assistance.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions and limitations of assigned duties.

Work Year: 10 months

Salary Range: Certificated Salary Schedule