

## **JOB DESCRIPTION**

St. Joseph's Catholic School of Grand Rapids, Minnesota

Job Title	Phy-Ed Instructor
Department	School
Reports To	Principal
FLSA Status:	Non-Exempt
Prepared By	Nellie Goshey, Principal
Preparation Date	Spring, 2024
Schedule	Part time; 20 hours/week, School year

### **SUMMARY**

The Physical Education instructor promotes the development of healthy, active lifestyles in students from preschool through 6th grade. The instructor designs and implements a curriculum that supports physical skill development, teamwork, and sportsmanship that utilize the state, national, and diocesan standards. In addition, the physical education instructor needs to manage classroom behavior of students and communicate with grade-level teachers and school principal about the lessons in the classroom.

A physical education instructor must visibly model the values and principles of the faith through assisting in facilitating a learning environment that is positive, affirming, peaceful, growth-oriented, and faith-filled while providing respect for the dignity of all persons within the faith community. Assists with the school's curriculum with methodology that promotes achievement, positive interaction, and the development of the Gospel and Church values inherent to Catholic education. Must adhere to school policies in a manner that is reflective of the values, practices, teachings and standards of fairness implicit to Catholic institutions.

### **CONTEXT**

A Catholic school exists to help fulfill the evangelical/educational mission of Christ's Church as defined by the mission of the Diocese of Duluth. This position assists the school to meet this primary purpose of Catholic education. This position is an extension of the Bishop's ministry. The incumbent must have a willingness and the ability to support the Mission of the Universal and Local Roman Catholic Church.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plan, deliver, and assess physical education lessons aligned with national, state, and diocesan standards.
2. Promote fitness, motor skill development, coordination, and lifelong healthy habits.
3. Foster a respectful and inclusive environment that supports all students.
4. Integrate Catholic values such as respect, responsibility, and perseverance into lessons and classroom management.
5. Organize and supervise age-appropriate physical activities, games, and sports.
6. Maintain a safe and orderly gymnasium and/or outdoor space.
7. Communicate regularly with classroom teachers and school principal to support student development.
8. Participate in school-wide events, faculty meetings, and faith-based activities as appropriate.
9. Plan and/or assist in the planning of school Marathon and Field Day.
10. Maintain accurate records of student progress and contribute to report cards.
11. Supports the school's spiritual, pastoral and educational mission
12. Works collaboratively in a positive, friendly and professional manner with all employees, parents, students, volunteers and contacts
13. Ensures safety of children in the classroom
14. Performs other duties as needed

## **GENERAL RESPONSIBILITIES**

Maintains a current level of knowledge and skills required to effectively serve in this position. Must be able to follow the guidance and direction of the principal and teachers to carry out the vision and mission of the school. Must model the high moral and ethical standards essential to the school and the Catholic faith.

## **SUPERVISORY RESPONSIBILITIES**

Not responsible for any immediate supervision of employees.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

1. Bachelor degree in Physical Education preferred, bachelor degree required.
2. Experience as a Physical Education instructor or equivalent work experience with children
3. Interest in child development in physical education standards.

## **LANGUAGE SKILLS**

Must possess superior interpersonal and communication skills, both verbal and written.

## **OTHER EXPERIENCE/SKILLS**

1. Collaborative/friendly work style with ability to project professionalism and sincerity
2. Possess good organizational skills and is capable of multitasking
3. Maintains confidentiality
4. Successfully pass a criminal background check

## **CERTIFICATES, LICENSES**

There are no certificates or licenses required for this position.

## **PHYSICAL DEMANDS**

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 these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must also actively participate in physical activities and model techniques for students. The employee must occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by the job include close vision, peripheral vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional classroom and school. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. There will be times that the employee lessons will be outdoors as well.

## **ACKNOWLEDGEMENT**

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_