



POSITION TITLE: PHYSICAL EDUCATION INSTRUCTOR
REPORTS TO: PRINCIPAL- DR. JACOB HOLLATZ
FLSA STATUS: EXEMPT; FULL-TIME – 40 hours/week – 10 months/year
DEPARTMENT: SCHOOL
PAY RANGE: \$55,000-\$75,000/ DOE

SUMMARY: Exemplifies the Christian philosophy of the St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities. Under the direction of the Principal, the Physical Education Instructor provides instruction for the students of St. John's School in accordance with adopted standards; prepares and develops plans and other instructional materials that assist with the development of skills and knowledge of physical education and health for students and teachers; fosters and promotes a Christian atmosphere and assists students in their spiritual development.

POSITION ESSENTIAL RESPONSIBILITIES:

- Demonstrates values and attributes in connection with the faith being taught by St. John's Lutheran Church and school, with the purpose of being a role model to students, parents, employees and those being served.
- Provides academic instruction to students in physical education and health in accordance with Christian objectives and adopted standards.
- Fosters and develops a Christian environment and provides counseling and Christian instruction to students at St. John's Lutheran School.
- Plans, organizes, and directs classroom activities; provides instructions, demonstrations, and lectures as appropriate to subject and grade level assigned.
- Organizes daily instruction and prepares lesson plans, outlines, and schedules; develops plans and goals for physical education class curriculum.
- Utilizes enrichment and remedial activities in physical education; communicates clearly and effectively using motivational techniques and positive reinforcement.
- Knows and instructs students in the rules and regulations of various sports and athletic activities.
- Takes inventory of physical education equipment, PE uniforms and other materials at the end of every school year, including ordering new physical equipment and uniforms at the end of the school year.
- Ensures students in his/her charge are under adult supervision at all times.
- Provide engaging, developmentally appropriate PE instruction aligned with standards
- Promote physical fitness, teamwork, sportsmanship, and healthy habits
- Maintain a safe, structured, and inclusive environment for all students
- Communicate effectively with students, families, and staff
- Participate in school events, chapel, and faculty meetings
- Maintains a clean and orderly work and storage area. Including keeping the gymnasium's appearance interesting, stimulating, neat and pleasant.

- Scores and records grades; corrects, evaluates, and grades papers, reports, skill demonstrations and other assignments; provides grades for report cards and maintains records of attendance and achievement.
- Maintains consistent communication to students, parents, and administration through written and verbal means, and utilizes on a regular basis the student information.
- Monitors student-learning progress and adjusts instructional activities in accordance with individual differences; administers assessments that adequately evaluate achievement.
- Schedules conferences and meets with parents individually or at an open house setting.
- Evaluates and discusses student progress in academic achievement and deportment as well as physical, mental, and spiritual development.
- Participates in a variety of activities and events related to the school's overall educational program, including athletics, art and science fairs, parent evenings, special worship services for children, dramatic productions, and other extra-curricular activities.
- Supervises students on the playground and lunch areas; assures appropriate student conduct and response to accidents and discipline problems in accordance with established procedures.
- Attends a variety of faculty meetings, conferences, and worship; participates in daily devotions and conducts brief and meaningful worship in the classroom.
- Supervises the school's Shepherd and Crossing Guard programs.
- Supervises / Coaches student's participation in Kids Run the OC and Elementary School Field Days.
- Performs related duties as assigned by supervisor.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Bachelor's degree in education, Child Development, or areas of specialization required
- California teaching credential preferred
- Strong classroom management and communication skills
- Must attend St. John's Lutheran Church new member classes or be a current church member.
- **Intermediate Language and Communication Skills** - Able to communicate effectively to the right level in writing and verbally in a kind manner. Keeps management informed of immediate issues concerning technology and curriculum as they arise. Strong classroom management. Able to build bridges and strives to build healthy relationships with everyone. Patient, intuitive, creative, problem solver who will "lead-up" and "lead-down".
- **Advanced Reasoning Ability** – Able to be strategic and intentional – know the "why's" behind the "what's". Proactive and productive with strategies in place for proactive planning into the future. Creative in problem solving.
- **Intermediate Organizational Skills** - Able to self-direct daily work to maximize effectiveness and responsiveness. Organizes work time to effectively manage multiple priorities, allots time for relationship building, creates overarching instructional technology strategy.
- **Intermediate Technology Skills** - Working knowledge of email, MS Office, use of web-based tools, troubleshooting and end-user computing, network systems.
- **Certification / License** - Valid teaching credential or state certificate/license preferred. CPR/First Aid Certified; Mandated Reporter

PHYSICAL DEMANDS / WORK ENVIRONMENT:

- Frequently engaged in standing, walking, sitting, use of hands/arms and talking and hearing.
- Occasionally engaged in climbing, stooping, kneeling, and crouching.
- Frequently engaged in lifting up to 50 lbs.
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception.

Employee Name:	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: