

GREENWOOD SCHOOL
9920 Regency Square Boulevard
Jacksonville, Florida

POSITION DESCRIPTION

JOB TITLE: Physical Education Teacher

DEPARTMENT: Teaching Staff

REPORTING TO: Principal / Dean of Students

DEPT. OF LABOR STATUS: Full-Time, with Benefits; Exempt

Requirements:

Bachelor's Degree (minimum), preferable in Physical Education, Education or Exceptional Student Education preferred.

- Teaching experience with grades 6 – 12 (public or private)
- Experience working with exceptional students (ESE certification through a Florida Department of Education preferred, professional development available from School if not yet obtained),
- Evidence of effective communication skills, leadership potential, organizational skills, relationship building.

Duties and Responsibilities (Direct and Supervisory):

- I. **Teach Core Subject courses in Physical Education classes for grades 6-12**
 - A. Per-semester **minimum** requirements and expectations:
 1. Core instruction per Master Schedule in assigned Physical Education and HOPE classes.
 2. Sponsorship / Leadership of one extra-curricular activity (additional compensation)
 3. Collaboration with subject area team(s) and cross-curricular team(s)
 4. Generate and maintain course curriculum maps in Atlas software.

II. Maintain and Promptly Report Accurate Student Records.

- A. Administrative responsibilities include – but are limited to – student attendance, grading information, and collaboration with grade-level appropriate Department head and the Principal / Dean of Students concerning general student behavior and performance. .
- B. Communicate successes and concerns appropriately to student(s)’ parent/guardian, grade-level appropriate Department Head and the Principal / Dean of Students. .
- C. Respond to parent communications promptly and appropriately, keeping grade-level appropriate Department Head and the Principal / Dean of Students.
- D. Respond to parent communications promptly and appropriately.

III. Support School Administrative Team, Faculty Team(s), Students, and Families.

- A. Attend and participate in scheduled faculty meetings, professional learning communities, professional development programs, departmental collaboration sessions, and curriculum development efforts.
- B. Adhere to policies contained within the Greenwood School Employee Handbook and directives from School Leadership Team.
- C. Provide constructive feedback in Team planning sessions.
- D. Attend School events when available.

IV. Other Duties and Responsibilities

- A. **As required/ requested by Head of School, coordinated with faculty member for needs and / or opportunities that may arise.**