



## JOB DESCRIPTION

**Position Title:** Physical Education Teacher

**Position Summary:** Physical education (PE) teachers organize games and challenges that promote physical activity among children and young adults from kindergarten to high school. Their goal is to develop motor skills and physical development among younger children and proper exercise and eating habits among older children. PE teachers must adjust their curricula to adapt to children with disabilities or different physical abilities.

Like all instructors, PE teachers must have strong speaking and listening skills. Besides being knowledgeable about an activity, they need to be able to communicate and demonstrate it properly. PE teachers must be able to observe all their students and maintain discipline within the class. In addition to students, they interact with parents, other teachers and school administrators.

The teacher serves the specific responsibility for:

- Supervising students within the classroom and other assigned areas
- Developing Understanding By Design (UbD) Unit Plans and delivering group and individual student instruction within established curriculum guidelines
- Collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues
- Responding to a wide range of inquiries from students, parents or guardians regarding the instructional program and student progress
- Setting an example of intellectual curiosity, critical thinking, self-motivation and self-discipline for students; and modeling competence, honesty, personal responsibility and respect for others in every aspect of the job

### **Essential Duties and Responsibilities:**

The Physical Education Teacher:

- Instructs students in physical education activities in educational institution: Plans physical education program to promote development of student's physical attributes and social skills
- Teaches individual and team sports to students, utilizing knowledge of sports techniques and of physical capabilities of students
- Organizes, leads, instructs, and referees indoor and outdoor games, such as volleyball, baseball, and basketball
- Instructs individuals or groups in beginning or advanced calisthenics, gymnastics, or corrective exercises, determining type and level of difficulty of exercises, corrections needed, and prescribed movements, applying knowledge of sports, physiology, and corrective techniques
- Teaches and demonstrates use of gymnastic and training apparatus, such as trampolines and weights
- Confers with students, parents, and school counselor to resolve student problem



- May select, store, order, issue, and inventory equipment, materials, and supplies used in physical education program
- May specialize in instructing specific sport, such as tennis, swimming, or basketball

In addition to the above, the Teacher:

- Establishes and maintains a nurturing environment grounded in the Islamic tradition such that it nurtures young Muslims' growth and development
- Displays the highest ethical and professional behavior and standards when working with students, parents and school personnel
- Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession
- Nurtures students to achieve their greatest potential academically, instructionally and spiritually
- Provides an atmosphere of piety, obedience and charity throughout the school day
- Administers and develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations, student's achievements, developing methods for improvement and reinforcing classroom goals in the home environment
- Assesses student progress towards objectives, expectations, and goals for purpose of providing feedback to students, parents and administration
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan
- Counsels students for purpose of improving performance, health status, problem solving techniques and a variety of personal issues
- Enforces uniform policy and appearance policy in order to assure a school environment that is focused on group spiritual and academic achievement rather than on individuals
- Demonstrate and differentiate methods required to perform classroom and/or subject specific assignments for purpose of providing an effective program that addressing individual student requirement
- Instruct students for purpose of improving their success in academics through a defined course of study
- Manages student behavior for purpose of providing a safe and optimal learning environment
- Monitors students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for purpose of providing a safe and positive learning environment
- Participates in meetings and professional development activities for the purpose of conveying and gathering information required to perform functions
- Prepares a variety of reports (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance,



anecdotal records, etc.) for purpose of documenting student progress and meeting mandated requirements

- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies
- Responds to emergency situations for the purpose of resolving immediate safety concerns and directing to appropriate personnel for resolution
- On regular school days, teachers are expected to be in school by 7:45 a.m. and to remain until 3:45 p.m. or later if there are specific after-school meetings or commitments such as Curriculum Night, Open House and Graduation Ceremonies; the teacher will hold a minimum of one-hour academic support session per week before or after school
- The administration reserves the right to visit and observe classes at any time and to prepare evaluation reports based in part on these visits
- Teachers are responsible for the well-being and safety of the students – This includes the IFS campus including but not limited to: classrooms, playground, lunchroom, hallways, any school sponsored activities and the mosque. Students are never to be left unsupervised
- Preparation periods, the time before classes begin and after they end are to be dedicated towards on site preparation for classroom instruction and other school related activities; any other use of these times should be done with the prior approval of the administration
- Maintain and update gradebooks and RW teacher/course pages on a regular basis
- In addition to the duties stated above, Teacher shall perform such further and other duties required by the school assigned by the school administration

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

### **Qualities expected from the role**

IFS teachers must have the following qualities:

- High expectations - believe deeply that all students can learn and succeed
- Team player - communicate openly and honestly with IFS staff members
- Optimistic attitude - demonstrate the resiliency needed to excel
- Inspiring and motivating to others - build and lead positive relationships with key stakeholders
- Reflective and dedicated to personal growth - strive to be the change you wish to see in the world



### **Knowledge, skills and abilities**

- Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity
- Ability to motivate students
- Ability to maintain a clean and orderly environment
- Ability to perform general clerical duties
- Ability to maintain order and discipline in a classroom
- Ability to operate common office machines
- Ability to maintain basic files and records
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships as necessitates by work assignments

### **Qualifications**

The following are required of all applicants:

- Teaching license/certification
- 1-2 years of PE teaching experience
- A bachelor's degree or higher and mastery of core subject
- Good proficiency in written and oral communication in English