

JOB DESCRIPTION

TITLE Coordinator of Health/Physical Education/Driver Education

QUALIFICATIONS

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

Education/Experience	Bachelor's degree with an emphasis in physical education/health or related field. Five years teaching experience K-12. Knowledge / experience in the areas of physical education and/or health, including curriculum integration, critical thinking skills, Sunshine State Standards, and student assessment. A familiarity with a variety of applications of technology and broad instructional design. Ability to plan and facilitate a group to achieve desired outcomes. Ability to develop and provide leadership in development of curriculum. Knowledge of sound approaches and processes for curriculum and staff development. Ability to train teachers in instructional strategies, use of technology, real-world applications, and hands-on approaches to teaching. Computer skills required (e.g. ability to use email).
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or styles. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top administrators, public groups, and/or school board.
Mathematical Skills	Ability to calculate figures and amounts such as proportions, percentages, and salary calculations, and supervise management of budgets.
Certificate/License	Florida Certification in Physical Education
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
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 the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk, and hear. The employee occasionally lifts and/or moves up to

25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Executive Director, Elementary Programs

GENERAL RESPONSIBILITIES

1. Assists in the development and implementation of an articulated district-wide physical education program.
2. Assists in the development and implementation of an articulated district-wide health education program.
3. Develops, implements, and evaluates driver education instructional program in assigned areas.

SPECIFIC RESPONSIBILITIES

1. Designs and develops a K-12 physical education program for implementation throughout the district.
2. Assists in the development of short and long range goals for the improvement of the driver education, health and physical education programs.
3. Assists in the development and implementation of an evaluation system for driver education, health and physical education programs.
4. Directs evaluation of driver education, health and physical education textbooks, and/or related instructional materials submitted for adoption at state and district level.
5. Provides necessary in-service training for teachers, and administrators to effectively implement the health, and physical education and driver education programs.
6. Writes, implements, and monitors Slosberg grant programs and budget.
7. Coordinates Summer School Driver Education program.
8. Performs other duties as assigned.