



WESTMINSTER ACADEMY

PE Teacher Job Description

Purpose:

The Physical Education Teacher is responsible for implementing the PE curriculum in a way that ensures students meet the goals and objectives set forth in the curriculum. This includes the application of best practices related to teaching pedagogy and classroom management. In addition to direct instruction, the PE teacher will assist with facilities management, school wide activities, motor lab and integration event preparation. This is a part time position working with girls in grades 5th through 8th.

All employees of Westminster Academy must strive to “love the Lord in front of our students” and make the Christian faith observable in all aspects of the school day and community. This position is a minister of the Gospel in all facets of life at Westminster Academy. He/she is a role model for students and faculty and his/her walk with the Lord should be evident. The Christian mission, vision, and statement of faith of the school must guide the PE teacher as he/she interacts with parents, students, faculty, and all those within and outside the Westminster Academy community.

Reports to:

Head of Upper School

Head of Grammar School

Works closely with:

Athletics Director

Faculty and Staff

Job Responsibilities:

Teach PE Classes

- Review the PE curriculum for the classes you will teach prior to the beginning of the school year and develop an implementation plan for the year (LRP).
- Define classroom expectations and procedures for students prior to the first day of class.
- Set expectations and review classroom procedures regularly with students.
- Prepare and submit lesson plans every Friday for the following week.
- Record accountability reflections for each unit and determine if the unit was effective or if changes should be made. Be ready to discuss reflections with fellow PE faculty and supervisors.
- Make sure necessary equipment is ready for use.
- Prepare and set up class before students arrive. Be sure to have a whistle and a watch.

- Effectively deliver daily lessons.
- Put away equipment at the end of each lesson/day.
- Communicate any issues, including grades or discipline concerns.

Facility Management

- Clean and sweep the gym floor on your assigned day, and when necessary (Items found in the gym should go to the lost and found).
- Unlock locker rooms on your assigned day, and when needed otherwise.
- Assist with raising and lowering the curtain as needed.
- Keep the equipment room organized, the equipment put away, and baskets locked. (Do not leave the door open).
- Attend weekly staff meetings to discuss what has/has not been going well, unit plans, issues with students or classes, facilities/equipment needs, etc.
- Report equipment and facility needs to supervisor

Other Duties

- Assist with recess (airing up balls, providing jump ropes, or help with students as needed).
- Assist with Motor Lab setting up/running it/tearing down.
- Assist with GS and US Field Day games and equipment preparation.
- Assist with 1st, 2nd, 3rd and 5th Grade integration events– coordination, preparations and day of activities.
- Find a substitute when necessary and communicate to supervisor(s) when you will be off campus.