

**Holy Family Catholic School**  
**P.E. TEACHER, ATHLETIC DIRECTOR, RECESS MONITOR**  
**JOB RESPONSIBILITIES**

**Position Goal:** Responsible for the organization of-, good order and safety of P.E. classes, recess, and athletics, and bringing value to our Catholic school's program by promoting our school mission and vision

**Report to:** Principal

**General Responsibilities**

- Provide for the spiritual, moral, physical, emotional, and intellectual development of the children of Holy Family Catholic School
- Help live, instill and motivate the Philosophy and Mission of Holy Family Catholic School
- Maintain a professional, charitable, and respectful relationship with all members of the Holy Family community
- Be present in school and available for all assigned duties from 10:15 am – 6:15 pm, Monday through Friday of the school year
- Work to establish an inclusive environment where all children are valued and respected
- Establish and maintain effective discipline, while maintaining children's self-worth and dignity
- Teach sportsmanship
- Ensure children are safe and always in range of sight
- Teach acceptable behavior and ensure students act appropriately
- Communicate effectively, letting classroom teachers, principal and parents know if issues arise
- Be proactive regarding any incidents of bullying or situations where students are not getting along
- Teach and enforce safe behaviors
- Return calls, emails, and other correspondence with parents within a 48 hour period
- Learn to use new technology and incorporate it in related duties
- Work with colleagues to enforce the dress code
- Plan and execute faculty-student volleyball game
- Adhere to the Faculty Handbook, the Parent Student Handbook, and the Archdiocesan Administrative Handbook
- Carry out duties in a responsible manner regarding curriculum, co-curricular activities, safety, and other assigned tasks
- Adhere to all policies regarding:
  - Credentials
  - Contractual agreements
  - First Aid Certification
- Participate in the school Safety Committee and supervise emergency preparedness:
  - Inventory items in the Emergency Shed
  - Ensure each classroom has all necessary emergency-related items
  - Replace emergency items when necessary
- Perform other duties as assigned.

**Athletics**

- Providing guidance and direction for a school's sports program
- Preparing budgets and allocating spending on items such as coaches' salaries, team travel, equipment purchases, and facility upkeep
- Coordinate with coaches about the scheduling of games and practices

- Collaborate with conferences and leagues about scheduling issues
- Coordinate officials and umpires at games
- Write summaries of the status of each team and its successes and shortcomings, sharing these with the Principal
- Act as a community liaison, ensuring fairness during practices and games
- Mediating any disputes that arise between students, coaches or parents. Inform the Principal of said issues and follow-up in a timely manner.
- Attend all faculty meetings, in-service days, retreat days, Back to School Night, Graduation and other after school events as requested by the Principal
- Secure off-campus facilities for practices and games
- Schedule all games or contests
- Hire coaches and ensure they meet the coaching certification requirements of the CYO: fingerprinting, VIRTUS, PLC class, and concussion education
- Ensure officials have been assigned to games
- Budget for- and purchase athletic equipment and arrange for payment for referee fees, playoff fees, registration fees, coaching stipends, permit fees, etc., with permission of the Principal.
- Maintain the athletic portion of the school website by collaborating with the Director of Communications.
- Attend all league or CYO meetings
- Update and maintain the school's Athletic Handbook
- Ensure compliance with the Athletic Handbook
- Be proactive ensuring students are in grade and behavioral compliance for sports participation

#### **PE**

- Plan for a balanced physical education program using appropriate standards, agreed upon curriculum guidelines and lesson plans which will be shared with the Principal
- Differentiate lessons for the developmental needs of students
- Take the initiative in calling, and setting up appointments with parents regarding the progress of their child
- Evaluate students fairly and accurately using the grading program

Be well prepared for class:

- Submit lesson plans electronically or in print by 10:00 am the first day of every week via Planbook
- Keep curriculum monitoring sheets up-to-date and be able to submit them to the principal at the end of the year.

#### **Supervision**

- Maintain good walking order as students move throughout the grounds
- Make certain students exit to outdoor recess or to their teachers in a safe and orderly manner
- Actively supervise lunch and recess

#### **Other Requirements**

- Bachelor's Degree

#### **Preferred**

- Teaching Credential
- Experience in organizational management

**Qualified applicants should submit their cover letter, resume, letters of recommendation (1 from recent supervisor preferred), and contact information for 3 professional references to [careers@holyfamily.org](mailto:careers@holyfamily.org).**