

## **Athletic Coordinator/PE Teacher**

### **Job Description**

**Department:** Faculty  
**Reports to:** Head of School

Park Century School was founded in 1968 as an independent not-for-profit, co-educational day school to meet the needs of children who learn differently. Park Century serves students between the ages of 7 to 14, or grades 2nd to 8th, living in the South Bay to the San Fernando Valley and throughout the greater Los Angeles area. Park Century's mission is to empower bright children with learning differences to reach their academic and personal potential. Students flourish within our individualized, evidence-based curriculum and supportive environment. In collaboration with their families, the school inspires students to develop into resilient self-advocates and builds a foundation for lifelong achievement.

#### **Summary:**

The Athletic Coordinator/PE Teacher is responsible for exercising leadership in school-wide athletic programs including innovation, program development, communication and administrative procedures; has the primary responsibility for maintaining open lines of communication and for coordination of all Park Century School Sports/Athletic programs.

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

- Abides by the policies and guidelines contained in the Park Century School Employee Handbook
- Create and prepare long-range unit and lesson plans that support the physical and motor development of students, incorporating a variety of activities, exercises, sports and games
- Responsible for all daily teaching and instructional physical education programs for grades 2-8
- Foster an encouraging and supportive class environment where students of all abilities feel comfortable
- Work with coaches, parents, and student athletes to ensure program objectives mirror the school's mission, values, and culture, and strive to build a culture of enthusiastic support among all members
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- Collaborate with the OT (Occupational Therapy) department to create a differentiated program that meets the needs of individual learners
- Develop guidelines and procedures for the operation of the athletic programs in keeping with league and state requirements and ensure that these guidelines are followed
- Attend weekly faculty meetings
- Coordinate and oversee the recruitment, selection, supervision, evaluation and development of sport and physical education coaches and trainers
- Represent the school in various local athletic associations
- Coordinate gym rental to external schools/community organizations
- Develop and maintain good public relations with parents, alumni, and officials
- Coordinate after school sports teams including coaches, schedules, and transportation
- Assist with accounts payable to include billing for after school athletics
- Ordering, payment, distribution, collection, and inventory of athletic uniforms
- Establish and maintain an effective system for verifying student athletic eligibility
- Responsible for athletic waivers
- Work with the Head of School to plan an effective annual sports budget
- Encourage and maintain proper student and community sportsmanship at all athletic contests
- Oversee all management issues related to successful operations to include but not limited to recordkeeping, athletic schedules, emergency services at games, where necessary, security, control, and supervision when other schools use Park Century School's facilities
- Represent well Park Century School in league matters
- Develop and implement safety, emergency, and injury procedures
- Attend to any additional responsibilities that may be added at the School's discretion

**Requirements and Qualifications:**

- Bachelor's degree in related field required, Master's degree preferred
- Experience working with children who have learning differences preferred
- Extensive background in working with school-based athletic programs, including five years of progressive responsibility in working with school, community and other athletic organizations
- Use of technology (excel, google classroom)
- A valid First Aid Certificate, including CPR training
- Excellent verbal and written communications skills
- Demonstrated leadership and facilitative skills
- Ability to innovate and align current programming with best practices in athletics and physical fitness
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- Ability to work remotely when necessary for virtual instruction
- Pleasant, cheerful, and encourage demeanor and appropriate sense of humor

**Physical Demands and Working Environment:**

- Sitting, standing, walking, bending, kneeling, crouching, reaching, twisting, stairs, lifting desks, chairs, and instructional materials up to 50 lbs., operate office equipment requiring repetitive hand movement and fine coordination including use of computer keyboard, and to verbally communicate to exchange information.