



Position: ***Physical Education Teacher – Elementary & Middle Middle School Clubs***  
Reports to: Head of Elementary and/or Head of Middle School  
Date: September 1, 2020

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**Summary:** The Physical Education (PE) Teacher at Friends School is responsible for working with the teachers and students in K through eighth grade. S/he is responsible for the physical development of the children, developing curriculum, and teaching classes. In addition, s/he cares for and maintains the PE and playground equipment. The PE Teacher is expected to attend staff meetings, staff retreats, parent meetings as needed, school celebrations, and to participate fully in the life of the school.

This is a **40 hour per week** position.

**Responsibilities** include but may not be limited to:

- Compliance with the Guiding principles for Teacher Evaluation, including preparation, implementation, and instruction of the required curriculum.
- Maintaining, developing and documenting the PE program including preparing and teaching PE for assigned classes: K-8 classes.
- Promotion and advancement of the cognitive, emotional, social and physical well being of the students during PE.
- Purchasing PE equipment for the program, maintaining the PE materials and PE shed and managing the PE budget.
- Communicating regularly with teachers and teacher teams about their students and how things are going in PE.
- Supervision of outdoor time as needed.
- Being available to discuss the PE program or student's needs with parents.
- Assessment of student learning in a timely manner at least two times per year and providing evidence of student learning for student portfolios to classroom teachers.
- Participate in the school's evaluation process by developing goals and self-assessing and seeking out and participating in staff development opportunities.
- Preserving of and participating in school traditions and rituals.
- Supporting maintenance of the physical environment of the school in a clean, attractive and functional manner.
- Preparing and running clubs for MS students Monday – Thursday, 4:00 – 5:00PM

**Challenging minds, Nurturing Spirits**

**South Campus:** Preschool, Elementary  
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**North Campus:** Middle School, Teacher Prep  
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