

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Presentation of the Blessed Virgin Mary Catholic School **POSITION:** PE Teacher

CATEGORY: Non- Exempt **POSITION STATUS:** Full Time

SUPERVISOR: Principal

JOB SUMMARY: The school teacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. The teacher is accountable to the principal and expected to provide education to the grades and/or subjects assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of PBVM School, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: The teacher establishes a faith-filled environment, demonstrates leadership and knowledge of Physical Education content, and facilitates learning for students without specific direction using considerable judgment. The Physical Education Teacher is responsible for planning and implementing physical education activities, monitoring students, and evaluating student outcomes. Physical Education in elementary and middle school generally emphasizes sports-related skills, movement patterns, games, and fitness activities. The Physical Education Teacher records and maintains student information. They are responsible for communicating with all parties involved in the education of the student. The Physical Education Teacher may also want to serve as the school's Athletic Director.

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, leads daily prayer, plans and participates in school liturgies
- Maintains effective classroom management and cultivates an atmosphere conducive to learning
- Confers with principal and staff in the planning and development of curriculum and pedagogy
- Actively participates in teacher collaboration and articulation
- Participates in ongoing training and maintains the appropriate Catechist Certification
- Plans instruction carefully and implements content effectively
- Prepare/set up gym prior to the first day of school
- Set up equipment prior to class
- Research, and order physical education and recess equipment
- Monitor use and care of equipment, materials, facilities
- Establish and enforce rules of conduct; supervise students in the gymnasium, in the lunch area, or outside on the playground
- Participate in school-wide behavioral program, document student behavior and make necessary referrals
- Demonstrate skills being taught; assist students in performing skills.
- Teach safety rules related to each activity
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with pastor, principal, colleagues, parents, and students
- Supervises and accepts responsibility for the safety and well-being of each child as assigned
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against

harassment, electronic communications policy, and social media policy

- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal
- Participates in ongoing evaluation for accreditation for PBVM Catholic School

Record Keeping Responsibilities:

- Maintains grading records and updates computer grading system at least weekly
- Records daily attendance of students
- Completes all required forms and reports as designated by administration

Meeting Responsibilities:

- Attends all school events, such as but not limited to, Catechetical Sunday, Back to School Night, Open House, graduation; as well as, all faculty, professional development, ongoing catechesis, and other meetings as established and scheduled by the principal and the Catholic School Department

Distance Learning Responsibilities:

- In addition to responsibilities above, the teacher is required to be available for distance learning and communication for the hours specified when instituted by the principal or CSD (e.g., during extended school closure); the teacher must have access to the Internet and electronic means of communication and delivery of distance learning.
- The minimum expectations for providing distance learning include the following:
 - Daily instruction by the teacher, either through posted video or real-time online interaction
 - Online class interaction at least once per week if not providing real-time instruction
 - Daily office hours for students and parents
 - Availability to parents and parent contact once per week

PREFERRED QUALIFICATIONS:

Education:

Bachelor's degree with teaching credentials, or
Bachelor's degree with seven years as a full-time teacher in the Diocese of Sacramento

Experience: Previous instructional experience preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of PBVM Catholic School's mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by Carrie Donahue, Principal
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics