

SUPERVISOR OF PHYSICAL EDUCATION, HEALTH AND WELLNESS, GRADES K – 12

General Job Description

The Supervisor of Physical Education, Health and Wellness, Gr. K - 12 reports directly to the Assistant Superintendent for Curriculum and Instruction. S/he is responsible for the administration, organization and supervision of the Physical Education, Health and Wellness development programs of the district and will carry out the philosophy, rules and regulations of the school and Board of Education as they pertain to Wellness Development, Health and Physical Education.

Specific Duties

Work collaboratively with the Athletics Director to oversee organized sports programs in grades 6 – 8.

Work collaboratively with the administration to develop and improve wellness and fitness programs in grades K – 12.

Work collaboratively with the administration to update and improve the Health and Nutrition curriculum.

Responsible for all aspects of curriculum and program planning for Grades K-12 in Physical Education, Health Education, Wellness Development and intramurals, including the organization, oversight, and editing of any departmental curriculum writing or program development projects.

Responsible for maintaining alignment of all Departmental curricula with State Standards.

Report and inform administrative superiors of all pertinent concerns related to the department.

Assist principals in the supervision of departmental teaching staff members and non-certificated staff members, in grades K – 12.

Responsible for conducting and assisting with observations and cooperative evaluations of teachers.

Organize and structure lines of authority and responsibility within each area of discipline in the department.

Represent the department at administrative-supervisory meetings, as required, both per school and district-wide.

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Assist in or arrange teaching schedules of staff according to individual school or district-coordinated needs.

Conduct staff meetings and provide leadership, instruction and motivation for maintaining morale, efficiency and professional growth of staff.

Provide the necessary organization, supervision, guidance, and direction for all special programs or events related to the department.

Interpret various phases of the program and provide policy decisions through coordinated efforts of interrelated personnel.

Collaborate and assist building administrators in recruiting, interviewing new personnel, and recommending additions, releases and transfers of personnel.

Assist and collaborate with Principals on the assignment of Health and PE teachers.

Responsible for orientation of new teachers, and all professional development and in-service training of teachers.

Prepare, develop and organize departmental budget, bids and requisitions.

Responsible for overseeing the care, maintenance, repair and inventory of all departmental equipment and instructional supplies.

Maintain a central location for storage of resource materials.

Serve on committees as consultant, coordinator of special programs, and represent the school system as directed.

Model exemplary ethical practices and good sportsmanship.

Perform other duties as may be assigned by his/her supervisor, under authority of the Board of Education.

Qualifications

Supervisor certification for position in compliance with New Jersey State Department Regulations.

Salary

As per negotiated New Brunswick Leadership Association Agreement.