

**GROVEPORT MADISON BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Physical Education Teacher

**Reports to:** Building Principal

**Employment Status:** Regular/Full-time

**Date:** April 9, 2025

**Description:** Creates a fitness awareness among students encouraging regular participation in physical education; provides students the skills, knowledge and motivation to remain fit and understand that regular physical education is valuable in maintaining a healthy lifestyle

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the student
- Convey expectation and goals to the students at the outset of instruction in a documented and understandable fashion
- Employ a variety of scientifically based instructional methods, techniques and tools to provide students with 21<sup>st</sup> century learning opportunity
- Teach and evaluate the students using sound instructional practices
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Maintain accurate, complete and correct records as required
- Provide guidance and counsel to the students which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Counsel with colleagues, students and parents
- Ensure students are learning all subject material by testing or quizzing on a regular basis
- Provide complete lesson plans for substitute
- Maintain and improve professional competence
- Observe ethics of the teaching profession; exhibit professional behavior, emotional stability and sound judgment
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Instruct assigned classes in the locations and at the times designated
- Assess the accomplishments of students on a regular basis and provide progress reports as required
- Notify parents if student is not meeting classroom goals
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Teach knowledge and skills in physical fitness and health education
- Teach knowledge and skills in individual, dual or team sports
- Plan a balanced physical education course
- Analyze, demonstrate and explain basic skills, knowledge and strategies of formal sports and games
- Provide appropriate safety instruction during class
- Ensure equipment and field areas are safe for physical education classes
- Maintain control of storage and use of school-owned property
- Evaluate each student's growth in physical skills, knowledge and contribution in team sports
- Select and requisition uniforms, equipment and instructional aids

- Maintain inventory of physical education equipment and supplies
- Perform bus/lunch/recess duty
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., medical information
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Assist the administration in implementing all procedures and rules governing student life and conduct, develop reasonable rules of classroom behavior and procedure for the classroom, and maintain order in the classroom in a fair and just manner
- Monitor locker room for safety and security
- Analyze, demonstrate and explain basic skills, knowledge and strategies of formal sports and games
- Ensure equipment and field areas are safe for physical education classes
- Ensure students are dressed and out of the locker room in a timely manner
- Select and requisition uniforms, equipment and instructional aids

**Other Duties and Responsibilities:**

- Attend educational field trips
- Assist in the selection of textbooks, equipment, and other instructional materials
- Serve on committees and cocurricular activities as agreed upon
- Supervise student teachers as agreed upon
- Discipline students when necessary
- Make provisions for being available to students and parents for educational-related purposes outside the instruction day
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences
- Refer students suspected of learning disabilities for diagnosis on a regular basis, seeking the assistance of district specialists as required
- Teach physical education classes for handicapped students
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Flexible to change with new state requirements
- Perform other duties as assigned by the Building Principals

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- One to two years previous experience preferred
- State of Ohio teachers certification
- BCII/FBI clearance
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Knowledge of academic area and teaching methodology
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Training in varied instructional design
- Skills and knowledge in equipment preparation/operation
- Use of basic hand tools, e.g., hammer, screwdriver, pliers

- Variable technology use, i.e., laser disk, grading software, etc.
- Knowledge and interest in all sports and games
- Knowledge of and ability to communicate with students regarding current local and world sporting events
- Patience in dealing with young children in a wide variety of situations
- Ability to maintain a good rapport with children
- CPR and first aid certification
- Skills that foster and facilitate learning and classroom management
- Ability to stay up-to-date with new technology

**Equipment Operated:**

- Interactive white board
- Document camera
- Camcorder
- Wireless slate
- Digital camera
- Various physical education equipment, e.g., weight machines, scooters, bats, balls
- Calculator
- Television/VCR
- Overhead projector
- Various tools, e.g., pliers, screwdrivers
- Stopwatch
- A wide variety of physical education instruments and tools (i.e. balls, hoops, jump ropes, bats, vaults, hockey sticks, etc.)
- CD player
- Radio and tapes

**Additional Working Conditions:**

- Frequent requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Frequently lift, carry, push, and pull various items up to a maximum of 80-100 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

**Terms of Employment**

Per contract with the Groveport Madison Local Board of Education. Groveport Madison Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex, or the presence of disabilities.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.