



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Physical Education Teacher

OFFICE/CAMPUS: Principal/Dan Kong MS

REPORTS TO: Principal

STATUS: 10-month (exempt)

PRIMARY PURPOSE: Teach children how to be physically fit and to provide basic motor skill and movement education development.

ESSENTIAL DUTIES/FUNCTIONS:

- Conduct lessons on physical education and health using a variety of developmentally appropriate methods. Lessons shall include physical fitness, movement education, and sports skills.
- Create lesson plans with clear objectives and learning targets, detailed procedures to accomplish these goals, and assessments to gauge effectiveness.
- For physical education classes instructor must set up equipment, set boundaries or playing fields, reset for each successive class and ensures that all equipment is stored properly for the next use.
- Provide supervision of all classroom and physical activities to ensure safety, compliance with rules and expectations.
- Provide encouragement and guidance in an effort to build confidence and self-esteem in students.
- Manage student behavior; reinforcing rules of the school and of the physical education class.
- Evaluate student performance through the use of objective measurements and provide recommendations for growth.
- Record and report student attendance accurately and in a timely manner.

OTHER DUTIES/FUNCTIONS:

- Prepare instructional materials; copying materials, laminating items, typing correspondence, and filing paperwork and documentation.
- Design the physical education department's bulletin boards, displays of student activities and other objectives.
- Regularly inventory play equipment. Budget for and order replacement and other needed equipment.
- Communicate effectively with parents, faculty, and staff.
- Be able to work on a grade-level team that collaborates on academic and social projects.
- Participate in extra-curricular activities such as a grade-level camp and other middle school functions.
- Other duties as assigned.

CORE COMPETENCIES REQUIRED:

- Christ-like Conduct. Imitate the life of Jesus Christ and take on his behavior, mindset, choices, and character and apply it to everyday life. Exhibit love, humility, compassion, and servanthood, and allow God the opportunity to work in us and to manifest His Glory within us.
- Passion for Our Calling. Respond to God's passion in our hearts to complete the things He calls us to do. Acknowledge that passion encompasses more than the work, it taps into one's whole life purpose. Reward of wages and prestige are peripheral to using the God-given gifts and talents to have an effect on the greater good and an impact beyond oneself. Yield passionately to God's calling to live a life full of joy, satisfaction and true fulfillment.

- Teamwork. Promotes teamwork through building consensus to develop mutual trust, respect, and commonality of goals. Supports team decisions, collaborates with others to develop team solutions, builds consensus, and resolves conflict.
- Customer Focus. Organizes and prioritizes resources to focus on and exceed customer expectations. Makes it "easy to do business with" HBA. Demonstrates understanding, helpfulness, sensitivity, and concern of the needs and feelings of external and internal customers.
- Effective Communication. Listens carefully to feedback and others' views and asks clarifying questions to confirm understanding. Clearly states views and opinions. Actively takes responsibility to ensure there is mutual understanding in all viewpoints and communication. Adapts oral and written communication to the needs and interests of the target audience. Openly shares information in a timely manner with others who need that information.
- Results Orientation. Can be counted on to achieve assigned or promised results in a timely manner by utilizing resources effectively. Clarifies expectations and measurements of performance. Seeks guidance or other resources needed. Takes personal ownership for results by holding self and others accountable for results. Shows strong desire and drive for success by identifying and overcoming obstacles. Demonstrates a sense of urgency and is persistent in using extra effort to achieve results. Focuses efforts on, and strives to attain, results that are important to HBA.
- Practical Thinking and Decision-Making. Identifies, defines, and focuses on specific problem or issue. Determines information needs and collects, analyzes, interprets, and develops it for use in making decisions. Makes timely and appropriate decisions driven by the information, the needs of the organization, and the need for innovation and creativity to accomplish assigned tasks.
- Continuous Improvement. Strives to continually improve one's own job performance and to better the work environment, work quality, results, and how the work is done. Accepts both the need for and positive potential of change in the workplace. Is willing to take managed risks to test approaches that may better satisfy a customer's needs or to meet HBA's needs and goals. Develops alternative and imaginative solutions and approaches to problems. Actively looks for opportunities to redesign and improve work methods and makes changes to improve operating efficiency and quality of output.
- Supporting and Leading Change. Participates in all aspects of both the organizational and process oriented change cycles to accomplish the goals set for their particular level of responsibility. Identifies, plans for, and leads change needed to support HBA's mission and values.

WORKING CONDITIONS:

- Equipment Use: Athletic equipment (i.e. balls, ropes, nets, poles, bottles, flags, etc).
- Work Hours: 7:15 a.m. – 2:55 p.m., Monday-Friday.
- Mental Demands:
 - Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed scheme or plan.
 - Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
 - Requires the ability to perform addition, subtraction, multiplication, and division.
 - Requires the ability to carry out instruction furnished in written, oral or diagram form.
 - Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
 - Requires the ability to concentrate for extended periods; alert.

- Physical Demands: Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight. Eye-Hand-Foot coordination, handling, fingering, corrected vision, depth perception, wide field of vision, and color vision. Some tasks are regularly performed with moderate exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, rain, fumes, temperature and noise extremes. Requires the ability to use, operate, and/or handle and transport physical education equipment.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message," the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Knowledge of games, skills, and strategies. Stay current in knowledge of field of P.E. and Health.
- Education/Training: Bachelors degree in Physical Education. CPR and First Aid.
- Experience: One year physical education or related experience. Previous athletic or sports related experience preferred.