

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

SUPERVISORS

**Supervisor of Physical Education/
Health and Wellness K-8**

JOB TITLE: SUPERVISOR OF PHYSICAL EDUCATION/HEALTH AND WELLNESS K-8

REPORTS TO: Director of Health, Physical Education, Family Life and Athletics

SUPERVISES Assigned personnel

NATURE AND SCOPE OF JOB:

To provide leadership coordination, supervision and administrative skills for the improvement and implementation of a K-8 physical education/ health and wellness program so that the professional staff will help each student derive maximum benefit from the educational system.

QUALIFICATIONS:

The Supervisor of Physical Education/Health and Wellness K-8 shall:

1. Hold a New Jersey certificate as Supervisor.
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of three years successful teaching experience.
4. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis and research related to learning.
5. Demonstrate the ability to motivate people and work collaboratively with bargaining units.
6. Demonstrate the ability to learn and implement current technologies and educational software.
7. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Physical Education/Health and Wellness K-8:

1. Develops and implements a district-wide correlated and integrated physical education/health and wellness program.
2. Works in cooperation with other staff members, parents, students and subject matter specialists in developing and updating the physical education/health and wellness proficiencies and curriculum.
3. Observes and evaluates staff.
4. Works closely with teachers in order to improve performance in the classroom.
5. Visits classrooms and provides assistance to teachers in improving existing strengths and in overcoming obstacles to student achievement.

6. Conducts research and serves as a resource person in curriculum matters related to the physical education/health and wellness program.
7. Assists in the evaluation of the physical education/health and wellness program, K-8
8. Interprets the district's physical education/health and wellness program to district personnel, parents, and the community.
9. Assists in the evaluation, selection, ordering and inventory control of textbooks, technology hardware and software, and other instructional materials
10. Assists in the planning and implementation of the district's middle school in-service program related to physical education/health and wellness.
11. Provides coordination of the physical education/health and wellness program with other district programs
12. Assists in the screening of personnel as requested
13. Prepares reports and maintains appropriate records related to the physical education/health and wellness program
14. Monitors the physical education/health and wellness program in grades K-8 to maintain compliance with state/federal rules and regulations
15. Works in cooperation with district leaders, school leaders, and instructional staff to determine students' and programs strengths and weaknesses through district-wide testing program.
16. Ensures that teachers are aware of students needs and progress as they relate to the physical education/health and wellness program.
17. Develops, recommends and maintains current approved curriculum guides and course outlines
18. Observes and evaluates teachers in their instructional areas and offers insight for the enhancement of their teaching skills.
19. Assists in improving the delivery of instruction in physical education/health and wellness skills.
20. Organize and oversee the physical examination process for all middle school athletes, including keeping records of medical forms and pledge sheets.
21. Establish the schedule for each middle school sport.
22. Arrange transportation for all away middle school contests.
23. Schedule and arrange for proper supervision and officials for all middle school games.
24. Be responsible for an up-to-date inventory of all middle school athletic supplies, materials and uniforms.
25. Make arrangements for athletic facilities for middle school practices and contests.
26. Meet regularly with middle school coaches to review procedures, academic code, student participation and any additional concerns or issues that may arise.
27. Assist the Director of Health, Physical Education, Life & Athletics in the planning, organizing and implementation of new middle school sports
28. Develops and utilizes district and community resources for program needs.
29. Develops procedures and guidelines which will provide for the efficient functioning of the program within approved Board policies.
30. Performs such other duties related to the operation of the Physical Education and Athletics Department as assigned by immediate supervisor

EMPLOYMENT TERMS:

The Supervisor of Physical Education/Health and Wellness K-8 shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the TASA Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

EVALUATION:

The Supervisor of Physical Education/Health and Wellness K-8 shall be evaluated in accordance with Board of Education Policy.

