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**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

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**Position Title:** Physical Education Teacher  
**Reports to:** Principal

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage for the course assignments. Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

**Specialization Competence:**

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

**Instructional/Evaluation Procedures:**

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

**Management Techniques:**

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

**Work Environment:**

The noise level in the work environment is moderate to loud. Duties are performed outdoors and occasionally indoors.

(over)

### Job Goal:

To foster the development of the child as an individual capable of making the full use of his/her potential; to provide a well-balanced curriculum of learning experiences that help each child develop skills through game-like, gymnastic-like and rhythmic/dance-like activities; to foster the development of a positive attitude toward physical activity.

### Essential Duties and Responsibilities:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Prepares for assigned classes and shows written evidence of preparation upon request of immediate supervisor.
3. Teaches knowledge and skills in citizenship, physical fitness, health education, rhythms and dance, and individual, dual, or team sports, utilizing courses of study adopted by the Board of Education, state curriculum frameworks where provided, and other appropriate learning activities.
4. Provides individualized and small group instruction in order to adapt the curriculum to the need of each pupil, to the extent feasible.
5. May teach physical education classes for handicapped pupils, inter-scholastic athletics, or drill team to senior high pupils.
6. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive learning environment.
7. Evaluates each pupil's growth in physical skills, knowledge, and contribution in team sports and prepares progress reports.
8. Maintains accurate, complete and correct records.
9. Communicates with students, parents and school counselors on student progress.
10. Demonstrates an awareness of child development (i.e., physical, emotional, intellectual), identifies pupil needs, and cooperates with other professional staff members in helping pupils solve health, attitude, and learning problems.
11. Maintains professional competence through an ongoing program of reading, workshops, seminars, conferences and/or coursework.
12. Assists in upholding and enforcing school rules, administrative regulations and board policies.
13. Cooperates with school administration in providing specialty performing groups for special occasions, PTO meetings, assemblies, and inter-scholastic athletic events.
14. Attends and participates in faculty meetings.
15. Works cooperatively with physical education teachers and others in planning and implementing a balanced physical education program.
16. Cooperates with other staff members in planning instructional goals, objectives and methods.
17. Accepts a share of responsibility for co-curricular activities.
18. Assists in the selection of uniforms, equipment and other instructional material; keeps required inventory records; maintains equipment and instructional materials.
19. Provides appropriate safety instruction and makes safety checks on equipment and field areas to ensure the overall safety of pupils.
20. Abides by all policies of the Okaloosa County School Board.
21. Performs other tasks as assigned within the limits of the Master Contract.

### Terms of Employment/Length of Employment:

Ten month. Salary is based on adopted salary schedule for instructional personnel.

### Evaluation:

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.