

Diocese of Sacramento
JOB DESCRIPTION

DEPARTMENT: Regional School at St. Robert Parish **POSITION:** PE Teacher (Part Time)

CATEGORY: Non-Exempt

POSITION STATUS: Part Time

SUPERVISOR: Principal

JOB SUMMARY:

The part-time physical education teacher respects Catholic values and supports students in Christian formation by exemplifying Catholic living both in and out of the classroom. The PE teacher is accountable to the principal and is expected to provide quality physical education instruction to the grades and/or classes assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and the staff and parent handbooks of Regional School at St. Robert Parish, and to adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS:

The PE teacher establishes a faith-filled, inclusive, and active learning environment, demonstrates leadership and content knowledge in physical education and health, and facilitates student growth using sound professional judgment.

General Responsibilities:

- Integrates Catholic values — including respect for the body as a gift from God, sportsmanship, and community — into physical education instruction
- Participates in school prayer, liturgies, and other faith community activities as scheduled
- Maintains effective class management and cultivates a safe, encouraging atmosphere conducive to physical activity and learning
- Plans and implements a PE curriculum aligned with diocesan, state, and school standards across assigned grade levels
- Organizes and prepares equipment and resources for instruction
- Teaches assigned PE classes and provides guidance, modification, and support to students of varying abilities
- Evaluates and assesses student participation, effort, skill development, and fitness progress
- Confers with principal and staff in the planning and development of PE curriculum and cross-curricular health initiatives
- Incorporates age-appropriate fitness, cooperative games, individual sports, and team sports into instruction
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with the principal, colleagues, parents, and students
- Supervises and accepts responsibility for the safety and well-being of each student during PE class and assigned duties
- Inspects equipment and facilities regularly and reports unsafe conditions to the principal
- Adheres to the Code of Ethical Conduct

- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal

Record Keeping Responsibilities:

- Maintains grading and participation records and updates computer grading system regularly
- Prepares report card grades for distribution at the end of each grading period
- Records daily attendance of students
- Documents student fitness assessments and tracks progress over time
- Completes all required forms and reports as designated by administration

Meeting Responsibilities:

- Attends required school events such as Catechetical Sunday, Back to School Night, Open House, and graduation as directed by the principal
- Attends faculty meetings, professional development sessions, and other meetings as established and scheduled by the principal, commensurate with part-time status

Other Responsibilities as designated by the principal:

MINIMUM QUALIFICATIONS:

Education:

- Bachelor's degree in Physical Education, Kinesiology, Exercise Science, or a related field with valid teaching credentials, or
- Bachelor's degree with documented experience as a full-time or part-time PE teacher in a comparable school setting, or
- Equivalent combination of education and experience as approved by the principal

Experience:

Previous instructional experience in physical education preferred; experience in a Catholic school setting is a plus

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Regional School at St. Robert Parish mission
- Proficiency in a range of physical education disciplines including fitness, individual sports, team sports, and cooperative games

- Ability to adapt instruction and activities to multiple grade levels and varying physical abilities, including modifications for students with special needs
- Knowledge of current health, wellness, and physical fitness standards
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by Regional School at St. Robert Parish
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Holds current CPR and First Aid certification; complies with guidelines established for blood borne pathogen training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency in iPad usage and applications, and in integrating technology into the PE curriculum (e.g., fitness tracking, instructional video)
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

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