

DELANO UNION SCHOOL DISTRICT

Coordinator of Physical Education, Wellness, Athletics and ASES Programs

REPORTS TO: Superintendent
DEPARTMENT: Superintendent's Office
CLASSIFICATION: Certificated Management
WORK YEAR: 195 days

BASIC FUNCTION:

Plan, direct, and control the development, enhancement, and improvement of K-8 physical education, athletics, wellness including POWER After School Program.

ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Plan, direct, and control the development and enhancement of the written, taught, and tested K-8 curriculum for physical education.
2. Plan, organize, and supervise the personnel, budgeting, reporting, and daily activities associated with the DUSD POWER After School Program.
3. Promote student programs, activities, contests and recognitions on a District-wide basis for physical education.
4. Provide for, develop, and present curriculum framework and PE standards training; establish in-services.
5. Provide for, develop, and present Fitnessgram PFT training; support and assist all staff responsible for Fitnessgram test administration; establish in-services for use of the Fitnessgram software.
6. Assist site principals, teachers, and parents in evaluating, enhancing, and improving physical education programs and curriculum.
7. Organize, monitor, and assist district personnel and school sites with CPM physical education requirements.
8. Maintain programs, instruction, and budgets as necessary to provide for program reviews and evaluations; ensure alignment of physical education with state and federal programs as necessary
9. Write or assist in writing grants and re-applications for funding of physical education curriculum and PE instructional support services.
10. Coordinates activities with other district curriculum and support services; provide for proper articulation across grade levels and with other institutions.
11. Prepare Board of Trustees agenda items.
12. Provide input to textbook selection and evaluation.
13. Assist site principals in the organization and administration of extracurricular athletics and physical activities, both intramural and interscholastic.
14. Provide leadership in the selection, assignment, and evaluation of athletic coaches, activity leaders, and related staff members.
15. Foster good school-community relations by keeping the community aware of and responsive to the physical education and wellness program.
16. Develop and place into operation appropriate rules and regulations governing the conduct of athletic coaches, team members, parents, and attendees of athletic activities.
17. Prepare and administer the athletic program budget.
18. Evaluate, write, and revise district Wellness Policy as a member of the DUSD Wellness Committee.
19. Supervise physical education staff, athletic staff, and other staff members responsible for providing physical activity to DUSD students.
20. Perform related duties as assigned.

EDUCATION AND EXPERIENCE

Kinesiology/Physical Education Bachelor's Degree; minimum five years teaching experience; demonstrated experience in leading or managing a department or other instructional unit.

LICENSES AND OTHER REQUIREMENTS

Teaching or Specialty Credential; Administrative Services Credential

KNOWLEDGE AND ABILITIES

Knowledge of:

1. State and federal laws, regulations, and codes applicable to area of specialty.
2. Technical aspects of area of specialty.
3. Curriculum development and training.
4. Budget preparation and control.
5. Grant writing.
6. Oral and written communication skills.
7. Applicable computer operations.

Ability to:

1. Plan, organize, and coordinate curriculum and instructional support programs within assigned instructional area.
2. Develop curriculum and training programs.
3. Communicate effectively both orally and in writing.
4. Interpret, apply, and explain rules, regulations, policies, and procedures. Analyze situations accurately and adopt an effective course of action.
5. Meet schedules and time lines.
6. Work independently with little direction.
7. Plan and organize work.
8. Prepare comprehensive narrative and statistical reports.
9. Supervise and evaluate the performance of assigned staff.
10. Make presentations and deliver in-services in area of specialty.