

# The Howard County Public School System

## Job Analysis

**JOB TITLE: Physical Education Teacher, Elementary School**

**DOT/O\*NET Code: 099.224-010/25-2021.00**

### **POSITION INFORMATION**

**Summary of Duties:** The Physical Education Teacher at the elementary school (K-5) level is responsible for planning and implementing physical education activities, monitoring students, and evaluating student outcomes. Physical Education in the elementary school generally emphasizes sports-related skills, movement patterns, games, and fitness activities. The Physical Education Teacher records and maintains student information. He or she is responsible for communicating with all parties involved in the education of the student. The Physical Education Teacher serves on special committees on a volunteer basis, and participates in all required in-service training programs. This is a 10-month position.

#### **Essential Job Functions:**

- Prepare/set up gym prior to the first day of school.
- Set up equipment prior to class.
- Provide an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of students.
- Prepare and implement lessons plans, providing for appropriate learning experiences for each student.
- Establish and enforce rules of conduct; supervise students in the gymnasium and cafeteria, or outside on the blacktop or athletic fields.
- Participate in school-wide behavioral programs, document student behavior and make necessary referral.
- Demonstrate skills being taught; assist students in performing skills.
- Teach safety rules related to each activity.
- Assess fitness levels; perform fitness testing twice a year.
- May team teach with another Physical Education Teacher
- Research, and order physical education and recess equipment.
- Plan, organize, and coordinate field day; develop activities; set up for activities.
- Monitor and evaluate student skill levels and outcomes.
- Maintain student records following established procedures and practices.
- Prepare interim progress reports and quarterly report cards.
- Prepare information sheets for participation in parent-teacher conferences.
- Communicate and interact with students, parents, staff, and the community.
- May plan and supervise field trips following established procedures.
- Meet and coordinate with specialists; adapt activities to students' special needs; develop appropriate modifications for I.E.P and 504 plans.
- Update web site information related to the physical education program.

- Serve on special committees, and fulfill responsibilities of a committee member.
- Attend planning meetings, team meetings, staff meetings, data meetings, and other meetings of groups according to membership in those groups.
- Monitor use and care of equipment, materials, and facilities.
- Attend in-service trainings and county workshops.
- Prepare lesson plans and materials for substitute teachers; include class lists, and any special instructions related to students' special needs.
- Supervise student Physical Education Helpers.
- Create emergency lesson plans as required.
- Maintain regular, on-time, attendance.
- Accommodate visitors to the classroom.
- Knowledge of emergency plans for the school, such as lockdown procedures.
- Participate in fire drills, as required.
- May be asked to become involved in community initiatives, such as Hoops for Heart, or other fitness related community activities.
- May be required to move furniture out of the gymnasium to prepare for activities.
- Participate in fire drills, as required.
- May participate in student teacher/intern program.

***Machinery, Tools, Equipment, Work Aids Used:***

- Balls (nerf, leather, rubber, wiffle, playground balls in all sizes, footballs, volleyballs, beach)
- Ball racks
- Pumps
- Balloons
- Bowling pins
- Rackets/paddles
- Lacrosse sticks
- Field hockey equipment
- Nets and net stands
- Portable goals
- Bean bags
- Hula hoops
- Turtle shells
- Vaulting boxes
- Frisbees
- Rings
- Dice
- Spring boards; planks
- Posts
- Plastic tubes
- Parachutes
- Climbing apparatus; power climbers
- Jump ropes
- Items for use in the construction of obstacle courses
- Balance beam

- Mats
- Cones
- Wagons; scooters
- Carpet squares
- Popsicle sticks
- Whistle
- Tape
- Megaphone
- Stopwatches, timers
- Pedometers
- Equipment bags; equipment carts
- Measuring wheel
- Storage bins, buckets, crates
- Any other sports or fitness related equipment needed for activities including recess
- Chalk board
- Filing cabinets
- Art supplies to make posters
- Equipment catalogs
- Sound systems, television, DVD player, VCR
- Telephone
- Microphone
- Computer, mouse, printer
- Office supplies
- Clipboard, attendance folders, activity cards
- Ladders/stapladders
- Bucket

***Products/Materials Handled:***

- All items listed above under machinery, tools, equipment, work aids used:
- Paperwork; books
- Sunscreen; hats

**EDUCATIONAL/VOCATIONAL PREPARATION**

- Bachelor's Degree in a related field

**REQUIRED CERTIFICATES/LICENSES**

- Current MD State Teaching Certification
- Fulfill requirements to maintain certification
- Blood borne pathogen training is offered

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of subject area.
- Knowledge of principles and methods for curriculum design and presentation.
- Understanding of differences in ability and differences in learning styles.
- Skill in conveying information effectively to different ability levels and learning styles.
- Skill in developing or selecting and using instructional methods and materials.

- Ability to use logic and reasoning to appropriately handle problems that arise.
- Ability to communicate effectively both orally and in writing, to students, parents, and staff members.
- Ability to effectively manage classroom.
- Ability to maintain a positive attitude and calm manner.
- Ability to remain flexible with changes in routine or plans.
- Knowledge of computers and software programs.

## **JOB SITE ENVIRONMENT**

### ***Work Site***

- Inside: 75%
- Outside: 25%
- Seasonal

### ***Temperature Factors***

- Exposed to weather conditions when teaching outside of the school building.
- Gymnasiums that are not air conditioned can become quite warm when it is hot outside.

### ***Noise Factors***

- Noise from students performing activities
- Bells and alarm systems

### ***Vibrations***

- N/A

### ***Air Quality Factors***

- May be exposed to fumes from laminating machine.
- May be exposed to humidity, wind, and pollen when teaching outside.

### ***Working Surface***

- Blacktop and cement surfaces outside
- Wooden gymnasium floor
- Tile floor
- Athletic fields

## PHYSICAL REQUIREMENTS – Teacher Elementary School – Physical Education

<b>Non-Material Handling:</b>						
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%
N	R	I	O	F	C	<i>Description of Requirements at one time and throughout the workday</i>
				X		Needed frequently during several hours or more while working with students. Usually performed for 5 to 30 sec at a time.
		X				May be needed more frequently on some days for specific activities.
		X				May be needed more frequently on some days for specific activities.
	X					May be needed to wipe exercise mats or floors.
					X	Needed for walking outdoors on field, moving briskly around active children and demonstrating motor skills.
				X		May be needed to store or retrieve sports equipment and for motor skills demonstration.
		X				Sitting is usually limited to brief periods during the day and prolonged for team meetings and planning (30 to 45 minutes).
					X	Usually performed (alternating with walking) for sustained periods for most of the day.
					X	Usually needed intermittently for brief and longer walks throughout instructional period. More frequent longer walks may be required depending on activities and location.
	X					Needed during some demonstrations for brief periods.
			X			Most of the usual workday is spent standing or walking.
					X	Needed constantly for handling motor skills equipment and clerical tasks (such as handwriting, handling a clipboard, index cards, or notebooks, use of the telephone, keyboard, operating office tools and machines); manipulating small and medium size objects.
					X	Needed to use motor skills equipment.
				X		Foot dexterity needed to demonstrate motor skills.
		X				May be needed on some locations.
		X				Needs to climb a stepladder at least several times a week, to retrieve and store equipment.
	X					May be needed for meetings

<b>Material Handling:</b>						
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%
Repetitions per day						
N	R	I	O	F	C	In pounds
	50+	30	15	5	--	Needed to handle instructional equipment; to bring multiple pieces from storage closets to gym or field and return to storage after class. There are periods of more material handling for special school-wide events.
	50+	30	15	5	--	
		25	12	5	--	
		15	7	--	--	
	50+	30	15	--	--	May be needed to demonstrate skills; to move stanchions, desks, tables, and chairs, or to move a cart.
	50+	30	15	--	--	
	50+	30	15	--	--	May be needed to move sports equipment to gym or field. A cart is available.

**JOB ANALYSIS REVIEW**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Howard County Public School System

\_\_\_\_\_  
Date

**JOB ANALYSIS PREPARATION**

\_\_\_\_\_  
Printed Name

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Signature

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Title

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Company

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Date

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Printed Name

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