

The Howard County Public School System

Job Analysis

JOB TITLE: Physical Education Teacher, High School

DOT/O*NET Code: 099.224-010/25-2031.00

POSITION INFORMATION

Summary of Duties: The Physical Education Teacher at the high school level (9-12) is responsible for planning and implementing physical education activities, monitoring students, and evaluating student outcomes. Physical Education in the high school covers such areas as lifetime fitness, weight training, and selected specialty or organized sports. The Physical Education Teacher is responsible for communicating with all parties involved in the education of the student. He or she serves on special committees on a volunteer basis, and participates in mandatory team meetings and in-service trainings. 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, as possible, or with students during 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 locker room, gymnasium, and outside on blacktop and athletic fields.
- Participate in school-wide behavioral programs, document student behavior and make necessary referral.
- Demonstrate skills being taught; assist students in performing skills; participate in drills as appropriate.
- Teach safety rules at the beginning of each unit.
- Assess fitness levels; perform fitness testing.
- Research and order physical education equipment.
- 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 modification for I.E.P and 504 plans.
- Update web site information related to the physical education program.
- Serve on at least one committee, and fulfill responsibilities of committee membership.

- 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.
- Take attendance during each period.
- Prepare and line athletic fields, set up equipment on fields.
- Responsible for supervision and spotting of students using weight room equipment.
- Adjust weight training equipment, including moving weight plates and machines.
- Set up weight training circuits.
- Assist students in developing personal planning skills as they progress in the weight training program.
- Design specialty sports curriculum to focus on a small number of sports over the course of the school year.
- Develop an organized sports curriculum for students interested in participating in a wide variety of sports over shorter periods of time.
- Maintain cleanliness and order in locker room; assign lockers; remove old locks from lockers, as necessary; maintain and clean equipment.
- 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 sponsor a school club.
- May be required to move furniture out of the gymnasium to prepare for activities.
- May be responsible for laundering jerseys/pinnies and towels used for equipment.
- May be responsible for cleaning equipment, sweeping gym floors, mopping mats.
- May be asked to prepare college recommendations for students.
- May participate in health related community activities.
- May participate in student teacher/intern program.

Machinery, Tools, Equipment, Work Aids Used:

- Pull-up bars
- Stationary bicycles; treadmills; rowing machines
- Weight machines focusing on different areas of the body
- Weight benches; hand weights; weight bars
- Exercise bands
- Punching bags
- Accessory racks
- Rope; jump ropes
- Balls (soccer balls, medicine balls, volley balls, footballs, basketballs, baseballs, exercise balls etc.)
- Tchoukballs; buso balls
- Frisbees; versa discs

- Rackets
- Shuttlecocks
- Lacrosse sticks
- Nets and net stands; hand cranks
- Portable goals
- Fencing foils, masks, jackets, gloves
- Archery equipment; targets
- Field hockey equipment
- Bowling pins
- Bean bags
- Banana bars
- Steps
- Mats; mat cleaner
- Scrimmage jerseys/pinnies
- Cones
- Whistle; starter pistol
- Tape; gym chalk
- Microphone
- Scoring Clock; stopwatches
- Equipment bags; equipment carts
- Pedometers; heart rate monitors
- Starting blocks
- Measuring devices
- Rakes
- Mirrors
- Scales
- Storage bins, buckets, crates
- Any other sports or fitness related equipment needed for activities included in the curriculum
- Fans
- Chalk board; bulletin board; dry erase board
- Filing cabinets
- Art supplies to make posters; posters
- Sound systems, television, DVD player, VCR, projector, screen
- Telephone
- Computer, mouse, printer
- Clipboard, attendance folders, activity cards
- Office supplies
- Lockers, locker room facilities
- Bolt cutters to remove locks from lockers
- Ladders/stapladders
- Washer, dryer, detergent
- Cleaning equipment to maintain cleanliness of locker room; disinfectant

Products/Materials Handled:

- All items listed above under machinery, tools, equipment, work aids used
- Paperwork
- 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
- May obtain National Strength Training Certification and/or Strength and Conditioning certification

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: 65% for sports; 95% for weight training classes
- Outside: 35% for sports; 5% for weight training classes
- 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, pollen when teaching outside.

Working Surface

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

PHYSICAL REQUIREMENTS – Teacher High School – Physical Education

Non-Material Handling:								
	N	R	I	O	F	C		
	Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
							<i>Description of Requirements at one time and throughout the workday</i>	
Bend			X	---	X		Varies with instructional units and work assignments. Usually performed for 1 to 3 sec at a time during set up and sport skills demonstration. Can be as high as the Frequently Needed level, at times.	
Squat		X	-----	X			As with bending.	
Kneel		X					May be needed for specific motor skills or exercise machine demonstration.	
Crawl		X					May be needed to wipe exercise mats or work on lockers at the beginning or end of the year.	
Balance						X	Needed for walking outdoors on fields and for demonstrating motor skills or training exercise.	
Reach Above Shoulder					X		Needed to store or retrieve sports equipment and for motor skills demonstration or exercise machine demonstration.	
Sit		X					Sitting is usually limited to brief periods during the day. Prolonged periods may be needed for team meetings and planning (30 to 45 minutes at a time)	
Stand						X	Usually performed alternating with walking, for most of the day	
Walk						X	Varies between brief to extending periods depending on the work location, and instructional unit. At times, sustained walking periods may be needed for a total of 4 hours of the workday for several weeks at a time.	
Running		X					Usually not required. Some teachers may find it necessary to run for the purpose of demonstration during an instructional unit.	
Alternate Sit/Stand			X				Most of the workday is spent standing or walking.	
Hand Dexterity						X	Needed constantly for handling sports equipment and some clerical tasks (such as handwriting, handling a clipboard, index cards, use of the telephone, keyboard, operating office tools and machines); manipulating small and medium size objects.	
Hand Controls						X	Needed to use sports equipment or exercise equipment.	
Foot Controls				X			Foot dexterity needed to demonstrate motor skills.	
Stair Climb		X					May be needed more frequently in some locations or with some assignments.	
Ladder Climb		X					Needs to climb a stepladder at least several times a week.	
Driving	X						May be needed for meetings	

Material Handling:								
	N	R	I	O	F	C		
	Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
	Repetitions per day		1-10	<25	<100	100-500	500+ per day	
								<i>In pounds</i>
Lift								
Floor to Knuckle		50+	30	15	5	--		Needed to handle sports equipment; to bring multiple pieces of equipment from storage closets to gym area or field, and return to storage after class.
10 in. to Knuckle		50+	30	15	5	--		May be needed to demonstrate some motor skills.
Knuckle to Shoulder			25	12	5	--		Weight room teachers need to be able to spot a student at the bench press handling weight of up to 200 lbs at mid-thigh height level.
Shoulder to Overhead			15	7	--	--		
Push		50+	30	15	--	--		May be needed to demonstrate sport skills; to move equipment, stanchions, desks, tables, and chairs, or to move a cart.
Pull		50+	30	15	--	--		
Carry		50+	30	15	--	--		May be needed to move equipment or supplies to gym or to the field. A cart is available.

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Printed Name

Signature

Title

Company

Date

Printed Name

Signature

Title

Company

Date