

## Job Description

**JOB TITLE:** Physical Education Instructor

**LAST REVISED:** SEPTEMBER 1995

### DEFINITION

Under administrative direction of an educational administrator, to develop curriculum, provide lecture/laboratory (skills demonstration/development) instruction, evaluate student performance of students engaged in the study of physical education and other related courses, and perform related work as required.

### EXAMPLES OF FUNCTIONS AND TASKS

**Curriculum Development - ESSENTIAL:** Review and evaluate curriculum, in order to meet student interests and needs within the parameters of Divisional/Departmental budget constraints and availability of equipment and materials; coordinate with part-time instructors to enhance consistency of lecture and skill demonstration content and attend curriculum meetings with the physical education instructional staff to provide input on curriculum designs; evaluate and/or revises course descriptions to fit curriculum designs; present proposals for curriculum changes to the curriculum committee and/or other appropriate shared governance bodies; make changes to curriculum, as necessary and as approved, within the shared governance structure. **PERIPHERAL:** Review curriculum for concordance with changes in laws, regulations, and standards.

**Lecture/Skill Development - ESSENTIAL:** Complete book order forms and provides master copies of syllabi for printing; place appropriate reference items on Preparation reserve in the library; prepare lesson plans to be used in a lecture and/or coordinate lectures with skill development assignments, to include determinations of time segments to be allotted for coverage of lecture/demonstration material and skill development activities/practices; determine reading assignments to supplement class sessions; practice skill maneuvers to be demonstrated in skill development sessions; prepare typewritten and/or graphic handouts and/or transparencies for classroom use; attend conferences to increase knowledge of subject matter and teaching methods and techniques. **PERIPHERAL:** Review and evaluate new textbooks for content, readability, and cost effectiveness; select textbooks determined to be the most useful and appropriate; read current literature (normally several sources- books, newspapers, periodicals, and other printed materials) to prepare lectures; prepare, edit, and update syllabus materials for lectures and/or skill development sessions; review and select and/or prepare computer and/or audio-visual materials for classroom use; coordinate and confer with book publishing company sales representatives providing instructional materials, as necessary; familiarize self with operation of all equipment currently available for use which is appropriate for the subject area.

**Lecture/Skill Development - ESSENTIAL:** Introduce and present lecture/skill demonstration information and concepts in a clear and logical manner; use Presentation analogies and/or examples to convey important physical education concepts; provide instructional objectives to direct student learning; outline major points of information on board or overhead projector; enhance presentations with visual aids and/or demonstrations and/or examples, as available; distribute handouts to clarify particularly difficult topics; answer student questions clearly and without ridicule, improper criticism, or bias; encourage student participation and involvement in classroom discussions, skill demonstrations, and practices; determine and disseminate student attendance policies, monitor student attendance and activity, and take steps to prevent and/or control unacceptable behavior; maintain order in classrooms and practice areas, and provide equal opportunity for student participation; observe condition and overall cleanliness of practice areas and equipment to ensure compliance with safety and health standards, reports problems to the Division Dean, and recommend on facility and equipment improvements and repairs; prepare work orders to accomplish improvement and repairs, as authorized; maintain personal fitness and develop and augment current and new skill elements; determine quantity and quality of equipment necessary for classroom, skill demonstration and practice sessions, based upon availability commensurate with budget



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priorities; prepare requisitions for new or replacement equipment, as authorized; receive and store equipment orders; ensure that equipment is used safely and properly, and clean and repair equipment as necessary and feasible, disposing of broken and/or obsolete equipment, as appropriate.

**Student Performance - ESSENTIAL:** Develop quizzes, tests and skill examinations which are understandable and which fairly evaluate student skills evaluation and progress; monitor student activity during examinations/quizzes and take steps to prevent and/or control unacceptable behavior, e.g., cheating; deal swiftly, rationally, and consistently with persons involved in cheating and/or other unacceptable behavior; read and evaluate student responses on examinations/quizzes and mark and grade papers accordingly; assign, read, and evaluate homework assignments/projects to promote learning; evaluate student skills and assign scores and/or official grades; advise students on academic matters regarding their performance; refer students to appropriate student services (for example, ESL, EOPS, etc.) **PERIPHERAL:** Input student scores into a computer (including word processing software), and make printouts of scoring/grade data available to affected students.

**Shared Governance Participation - ESSENTIAL:** Attend and participate in departmental/divisional meetings and activities; respond in writing to requests for information (for example, employment process position questionnaires, unit planning guides, environmental impact reports, etc.); participate in articulation/curriculum development, investigation and costing of departmental equipment needs and selection of textbooks; represent department by serving on campus-wide committees; **PERIPHERAL:** Attend and participate in activities of the Faculty Senate and Staff Development Committee, as appropriate and feasible; serve on employee selection committees, as requested; serve as a functional member of one or more committees and/or task forces; attend Board of Trustees and/or College Council meetings, as necessary; read and respond to information polls distributed by the Faculty Senate.

**Ancillary Student - ESSENTIAL:** Hold regular office hours; provide advice to students regarding academic performance; provide students and peers with services and serve as a positive role model in terms of character and citizenship; participate in graduation and outstanding student award ceremonies. **PERIPHERAL:** Provide students with letters of recommendation, as requested; hold review sessions of classroom or skill development material, as necessary; advise and encourage students relative to physical education curriculum; attend clinics to augment skills and/or visits other campuses to observe programs, as authorized.

### MINIMUM QUALIFICATIONS

#### Degrees/Experience:

**ESSENTIAL:** Master's degree in physical education **OR** Bachelor's degree in physical education **AND** Master's degree in any life science, dance, physiology, health education, recreation administration, kinesiology, or physical therapy **OR** the equivalent.

#### Knowledge of:

**ESSENTIAL:** Physical education, with advanced knowledge of skill development practices and techniques; teaching and student evaluation practices, methods, and techniques; current directions in physical education theory and research; equipment operation and usage, to include safety and health requirements.

#### Ability to:

**ESSENTIAL:** Lecture in front of large groups of students; explain physical education concepts and elements in a clear, logical and concise fashion; interact effectively with student, peers and administrative personnel; work independently to solve problems. **PERIPHERAL:** Recognize variation in student socioeconomic backgrounds, abilities, and learning styles; be patient with students; maintain integrity, honesty, reliability, and cooperation.

### Physical Suitability Requirements

**ESSENTIAL:** Incumbent must be able to perform indoors and outdoors in work primarily of an active nature and to perform the following with or without reasonable accommodation: Constantly or Almost Constantly: Maintain



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overall physical fitness, particularly cardiovascular fitness and sufficient strength and coordination to demonstrate elements of physical education and to lift/spot students in practice sessions, as necessary; run, in order to maintain physical fitness and demonstrate running techniques; lift (from overhead, waist, and floor levels), carry, push and pull (maximum 250 lbs.) in order to spot/lift students and to demonstrate other physical education elements, as well as to assist in setting up equipment; stand (frequently for long periods of time) to observe practice sessions and to deliver lectures; walk (occasionally for long periods of time) in order to demonstrate walking techniques and to move about campus and practice areas; reach (low, level, and overhead), crawl, stoop, bend, squat, kneel, climb, twist, turn head and trunk, and utilize balance to demonstrate elements of physical education; utilize manual and finger dexterity to operate equipment and demonstrate physical fitness techniques; utilize hearing to respond to student questions and for normal conversation and answering telephone calls; utilize vision (near and far) to read written materials and computer screens, to operate equipment, and to observe practice sessions. Frequently: Work in areas subject to exposure to wet, damp surfaces and extremes of heat or cold. Occasionally: Work in areas subject to exposure to dusts, mists, and fumes; wear protective clothing or chemical sunblock applications to protect skin from sun exposure.

**Faculty Salary Schedule, subject to placement at date of hire.**

**FLSA exempt.**

**SCFA bargaining unit status.**

**Classification I, Bloodborne Pathogens Exposure Control Program.**