



**EMPLOYEE NAME:** \_\_\_\_\_

Revised 8/91;3/93;11/94;3/95;2/96;2/98;4/01;  
7/04;4/05;6/05;9/05;9/06;4/08;10/12;2/134/18;9/24

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Supervisor, Health, and Physical Education	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academics – Teaching & Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Applied Learning & Design	<b>WORKDAYS:</b> Annual Administrative
<b>REPORTS TO:</b> Director, Applied Learning & Design	<b>PAY GRADE:</b> CS1 (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the development, implementation, and evaluation of the K-12 Health and Physical Education program.	
<b>REVISION DATE(S):</b> 9/24	

**REQUIREMENTS:**

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years teaching experience in Health/PE programs; district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Coordinates the Health and Physical Education program with the Director of Applied Learning & Design to ensure a balanced and coordinated instructional program.
3.	Supports local school administration and teachers in the effective implementation of the K-12 Health and Physical Education Program.
4.	Develops online curriculum units, lessons, and instructional resources.
5.	Collaborates with teachers and other instructional personnel in effective assessment strategies.
6.	Plans and implements professional learning for teachers in effective instructional practices and district initiatives.
7.	Coordinates the implementation of all GADOE, SACS, State, and Federal regulations related to the K-12 Health and Physical Education Program.
8.	Supervises the middle school intramural program.
9.	Coordinates the state required scoliosis screening with the Nursing Supervisor.
10.	Assists the Textbook Supervisor with the selection of textbooks, supplementary materials, and instructional equipment and technology.
11.	Plans, utilizes, and monitors the health and physical education budget.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_