

High School Athletic Director and Physical Education Teacher

Job Summary:

The Sturgeon Bay High School Athletic Director and Physical Education Teacher is a 50% teacher and 50% athletic director role overseeing the school's athletic programs and providing quality physical education to students. This position requires a combination of administrative skills, coaching experience, and a passion for promoting physical fitness and well-being among high school students.

Athletic Director Responsibilities:

Program Development:

- Develop and implement a comprehensive and competitive athletic program for the high school.
- Coordinate and schedule practices, games, and competitions for various sports.
- Ensure compliance with all relevant regulations, policies, and procedures governing high school athletics.

Coach and Staff Supervision:

- Recruit, hire, and supervise coaches for each sports program.
- Conduct regular meetings with coaches to discuss team performance, training strategies, and any issues that may arise.
- Provide professional development opportunities for coaching staff.

Student-Athlete Development:

- Foster a positive and inclusive environment for student-athletes.
- Monitor academic performance of student-athletes and collaborate with teachers to support academic success.
- Encourage sportsmanship, teamwork, and leadership among student-athletes.

Communication:

- Maintain open and effective communication with students, parents, coaches, and school administration.
- Disseminate information about upcoming events, tryouts, and other relevant athletic activities.
- Address and resolve concerns or conflicts related to the athletic program.

Facility and Equipment Management:

- Coordinate the use of athletic facilities for practices and events.
- Ensure that all equipment and facilities meet safety standards.
- Collaborate with the school administration on facility maintenance and upgrades.

Budget Oversight:

- Develop and manage the athletic department budget in collaboration with the school administration.

- Monitor and allocate funds for equipment, uniforms, travel, and other program needs.

Physical Education Teacher Responsibilities:

Curriculum Development:

- Develop and implement a dynamic physical education curriculum that aligns with state standards and promotes fitness and wellness.
- Plan and execute engaging and age-appropriate physical education lessons.

Student Instruction:

- Instruct and demonstrate proper techniques and strategies for various physical activities and sports.
- Foster a positive and inclusive environment that encourages student participation and skill development.

Assessment and Feedback:

- Evaluate student performance in physical education activities.
- Provide constructive feedback to students to support their physical and motor skill development.

Health Education:

- Integrate health education topics into physical education lessons, covering areas such as nutrition, exercise physiology, and healthy lifestyle choices.

Classroom Management:

- Maintain a safe and respectful learning environment.
- Implement effective classroom management strategies to ensure a positive and productive learning atmosphere.

Qualifications:

- Bachelor's degree in physical education, sports management, or a related field.
- Teaching certification and/or coaching certification.
- Previous experience in coaching or athletic administration.
- Knowledge of high school athletic regulations and guidelines.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.

Working Conditions:

This is a full-time position that involves a combination of classroom teaching, coaching, and administrative duties. The individual may be required to work flexible hours, including evenings and weekends, to accommodate athletic events and practices.

Note: This job description is a general outline of the duties and responsibilities of the High School Athletic Director and Physical Education Teacher and is not intended to be an exhaustive list. Duties may change based on the needs of the school and athletic program.