

## **GUILFORD COUNTY SCHOOL SYSTEM JOB DESCRIPTION**

### **JOB TITLE: COORDINATOR I – K-12 HEALTH/PE CURRICULUM EDUCATIONAL PROGRAM SERVICES**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of administrative tasks in coordinating the successful implementation of health and physical education programs in the County school system. Employee is responsible for interpreting changes to the North Carolina Curriculum regarding health and physical education, informing teachers and principals of the implications of those changes, and ensuring that instruction is aligned with curriculum goals. Employee conducts observations of existing health and physical education programs, evaluates the effectiveness of current programs and also assesses the need for new programs. Employee provides professional development opportunities for staff and assists teachers in developing goals for individual programs. Employee also assists teachers with textbook and other materials selection and provides teachers various tools and materials to aid instruction. Reports to the appropriate supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Coordinates the health and physical education program for the school system; visits schools and observes classes on a regular basis to evaluate current programs and assess the need for new programs; meets with principals and teachers to discuss the implementation of curriculum goals; schedules specialists and makes assignments to Schools.

Works with the Superintendent and/or designee on Health Advisory Council membership and tasks.

Ensures teachers, principals, and curriculum facilitators are familiar with any changes to the North Carolina Curriculum regarding health and physical education; provides leadership in curriculum planning and the formation of goals and objectives for the program.

Provides guidance to school and community personnel in special program areas such as HIV/AIDS education, Cardio Pulmonary Resuscitation and First Aid.

Assists with the overall evaluation of health and physical education programs in the system and develops strategies for improvement; coordinates and provides staff development opportunities.

Assists the school system with the acquisition of appropriate textbooks, teacher guides and other instructional materials and equipment for health and physical education; works with principals and

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teachers to acquire additional space and facilities at individual schools for health and physical education use.

Convenes periodic meetings of contact teachers and department chairpersons in the area of health and physical education and attends department and general staff meetings as required.

Assists in developing guidelines and recommendations for Health and Physical Education programs for the State Department of Public Instruction.

Keeps parents, administrators and community citizens informed about health and physical education programs in the school system.

Develops the annual budget for health and physical education programs and events.

Serves on ILT and other teacher performance appraisal teams as requested by principals or assigned.

Participates in various professional and community organizations; attends various workshops, seminars and conferences to continuously update professional knowledge.

Develops comprehensive five year plan for the district in Health and Physical Education.

Develops district-wide teacher resources in alignment with health and physical education curriculum initiatives.

### **ADDITIONAL JOB FUNCTIONS**

Assists with screening and interviewing applicants for teaching positions.

Works with local colleges and universities regarding Health and Physical Education teacher education programs.

Performs other related work as required.

Develops, coordinates and approves ABC Incentive pay records for itinerant teachers in area of responsibility.

### **MINIMUM TRAINING AND EXPERIENCE**

Master's degree in Health, Physical Education, or a related field, and 5 to 7 years of experience

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teaching and administrating programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Must hold a current North Carolina Curriculum Specialist Certification. Must be certified as a Health Education Specialist in the State of North Carolina. Must possess a valid North Carolina Driver's License.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, presentations, schedules, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

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**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the North Carolina State Curriculum as it applies to health and physical education.

Considerable knowledge of health and physical fitness information appropriate for school-age children.

Considerable knowledge of the current literature, trends, and developments in the field of health and physical education.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the County and School Board policies, procedures and standards regarding primary education.

General knowledge of the organization and communication channels of the school system.

General knowledge of the ethical guidelines applicable to the position as outlined by professional

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organizations and/or federal, state and local laws, rules and regulations.

Skill in counseling, developing and supporting staff.

Ability to evaluate the effectiveness of health and physical education programs and to make recommendations for improvement.

Ability to select appropriate and effective textbooks and other materials.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and to develop meaningful reports from them.

Ability to develop meaningful annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to make effective oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.