

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Health/Physical Education Teacher
Job Group: Professional Staff
Reports to: Principal

Summary: To create grade appropriate programs and a positive class environment that motivates pupils to develop skills, knowledge and attitudes, according to each pupil's ability, in order to develop a solid foundation for continued learning. Establishes effective relationships with students, parents, staff and community members to enhance learning opportunities.

Essential Duties and Responsibilities: *Other duties may be assigned*

1. Designs and implements adaptive physical education programming in collaboration with special educators, physical, and occupational therapists as needed.
2. Plans and delivers classroom instruction by:
 - a. Developing standards-based lesson plans and instructional materials.
 - b. Providing individualized and small group instruction and adapts the curriculum to the needs of each pupil. Plans and conducts activities that balances and provides opportunities for observation, questioning and investigation.
 - c. Translating lesson plans into developmentally appropriate learning experiences using a variety of techniques such as lectures, discussions, and demonstrations.
 - d. Employing educational strategies to improve the development of analysis, synthesis and evaluation skills, language, cognition and memory.
 - e. Plans and coordinates the work of employees, parents, and volunteers in the classroom and on field trips.
 - f. Establishes, teaches and maintains rules for behavior, employing techniques grounded in middle school best practices and research to achieve an effective learning atmosphere.
3. Assesses and monitors learning by:
 - a. Using a variety of methods and adjusts instruction accordingly to individual student needs.
 - b. Evaluating pupils' academic, and social growth, keeps appropriate records and prepares progress reports.
4. Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, e-mails, conferences, etc.
 - a. Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
 - b. Is available to students and parents for education-related purposes outside the instructional day.
5. Maintains accurate and complete student records, and prepares reports on students and activities as required by laws, district policies and regulations.

6. Instruct students in citizenship and core subject matter using current best practices and as specified in state law and administrative regulations and procedures of the school and district.

Supervisory Responsibilities: Supervises classroom employees, students and volunteers. Monitors student discipline through an appropriate classroom management program.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Master's degree preferred

Certificates, Licenses, Registrations: Valid Vermont Teaching License in Physical Education.

Language Skills: Ability to read, analyze, and interpret textbooks, periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write lesson plans, reports, correspondence, and procedures. Ability to effectively present information and respond to questions from students, parents, staff and the public. Ability to use a variety of assessments for student work.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra, and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use a variety of assessments for student work.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school and supervisory union objectives and the needs and abilities of assigned students. Ability to establish and maintain effective relationships with students, peers and parents; skilled in oral and written communication. Ability to perform duties with awareness of all district requirements and Board policies.

Physical Demands: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, kneel, bend, talk or hear. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by the job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Emotional Demands: The individual must be able to work with others in a collegial and cooperative manner, model best behavior, must show above average interpersonal skills and follow directions of school leadership.

Work Environment: The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

Terms of Employment: Per Professional Staff Master Agreement

Evaluation: Per established guidelines

Date: 2/3/2020

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned and are performed by the individuals currently holding this position. The Board reserves the right to amend the requirements contained in this job description.

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Afterschool Program Coordinator
Location: St. Albans Town Educational Center
Job Group: Non-Union
Reports to: Principal

Summary: Responsible for the planning and implementation of the Open Doors, Athletic and Co-curricular programs for the St. Albans Town Educational Center.

Essential Duties and Responsibilities: *The duties, responsibilities, and expectations for this position are to be carried out in a manner that will ensure the continued goodwill, cooperation, and confidence of parents, staff, administration, and the Board of School Directors.*

1. Develops and manages the Open Doors program by:
 - a. Planning, directing, and evaluating the activities of the Open Doors program to ensure effectiveness and growth of the program.
 - b. Overseeing the administrative functions of the program and ensuring that the program maintains financial sustainability through grants and other funding.
 - c. Preparing and monitoring budgets and annual action plans.
 - d. Interviewing, selecting, and managing the performance of program staff members.
 - e. Managing the collection, compilation, interpretation, and dissemination of program data.
 - f. Writing reports, researching, and preparing grant proposals to meet and advance the goals of the program.
 - g. Remaining current on best practices.
2. Serves as the Co-curricular Program Coordinator by:
 - a. Overseeing community service activities, athletics and supports the Student Support Center in ensuring student eligibility for extra-curricular activities.
 - b. Coordinating activities and schedules athletic events.
 - c. Overseeing the hiring and evaluation of coaches.
3. On-Site Program Coordination
 - a. Responsible for the daily operations of the SATEC after school programs, including but not limited to program planning, data management, supervision of staff and student participants.
 - b. Coordinates program activities and snacks, takes attendance at all activities.
 - c. Interacts and maintains relationships with administration, teachers, volunteers, students, parents, and community members.
 - d. Reviewing and approving, prior to publication, all information regarding programs and activities.
 - e. Serving as the primary liaison between the SATEC and participants, parents, funding sources, partners and local agencies.
 - f. Preparing and disseminating media releases regarding after school programs.
4. Assists in the development and manages the Budget for Open Doors, Athletics, and Co-curricular programs. Processes purchase order requests.

5. Participates in local, state, and national activities designed to improve youth educational opportunities.
6. Responsible for all county, state, and federal reports and audits as they relate to the Open Doors, Athletics, and Co-curricular Programs.
7. May perform other duties as assigned.

Supervisory Responsibilities: Supervises all Co-curricular Coordinators, Open Doors staff and athletic coaches at SATEC. Is responsible for the daily operation of the program including the planning, direction, activities, and staff.

Qualifications Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: College Degree in a related area preferred. Three years of experience in education, or leading social or athletic programs.

Certificates, Licenses, Registrations: None required

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from parents, individuals and groups from the greater school community.

Math Skills: Ability to work with mathematical concepts such as probability and statistical inference, and demonstrate the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in various forms and deal with several abstract and concrete variables.

Other Skills and Abilities: Some knowledge of government funding requirements and the ability to apply knowledge of current research and theory in specific field is required. An ability to establish and maintain effective working relationships with students, staff and the community is essential. Demonstrated ability to communicate clearly and concisely both in oral and written form is required. An ability to perform duties with awareness of all district requirements and Board policies is important.

Physical Demands: The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to reach with hands and arms and perform repetitive motions while operating a computer. The employee is required to interact with the public and staff, meet deadlines with severe time constraints. Is responsible for the safety, well-being of students and the work output of staff. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job the employee will drive occasionally.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Terms of Employment: 12 months

Evaluation: Annually by Assistant Principal

Date: 4/12/2021