

Job Title: **Subject Area Specialist – Physical Education, Health, Wellness, and Driver Education**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 12

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide information, resources, training, and support for effective strategies and technologies for the quality education of students in the areas of physical education, health, wellness, and driver education.

ESSENTIAL JOB FUNCTIONS

- Manages the School District Center for Wellness.
- Assists in the evaluation and selection of physical education equipment.
- Monitors the District physical education program for compliance with gender equity.
- Provides coordination and delivery of training and support services in assigned area.
- Coordinates project services to focus on accomplishing project goals and objectives in concern with District goals and priorities.
- Coordinates the planning, implementation, articulation, and evaluation of assigned curriculum program or services.
- Assists in writing grant proposals and manages grants as needed.
- Demonstrates knowledge and understanding of assigned curriculum, program, or service area.
- Assists in the evaluation and selection of materials, equipment, or other products to provide services to the District, schools, teachers, and/or parents.
- Assists school personnel in implementing programs.
- Coordinates the maintenance of athletic facilities with schools and various District departments.
- Coordinates the driver education leasing agreement, inspects vehicles, assigns vehicles to schools, secures county tags and registration for each vehicle, and monitors vehicle repairs each semester.
- Coordinates Driver Education Licensing Assistance Program (DELAP) with Florida Department of Transportation and provides DELAP training to driver education teachers.
- Serves as liaison to the Florida Department of Education as assigned.

- Directs and coordinates project planning to involve District and school personnel, community representatives, and others when appropriate.
- Serves as a program services consultant to staff members and to District, school, or family/community members.
- Maintains a close working relationship with District and school personnel to ensure information exchange, coordination, and support for the decision-making process and the collection of feedback concerning services.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Director informed about potential problems or unusual events.
- Attends all local, District, regional, state, and national meetings that are necessary to the functioning of the physical education program.
- Promotes professional growth and enrichment by encouraging athletic directors and coaches to be members of professional athletic organizations and to participate in approved clinics and conferences.
- Maintains the Department's webpage and Facebook page, and the Center for Wellness' webpage and Facebook page.
- Facilitates the development, implementation, and evaluation of professional development activities in content, service, or project area.
- Keeps well-informed about current trends and best practices in content, service, or project area.
- Keeps abreast of federal and state laws, rules, and policies relevant to assigned area.
- Maintains expertise in assigned area to fulfill project goals and objectives.
- Sets high standards and expectations for self and others.
- Conducts needs assessments, provides awareness activities, and delivers or coordinates professional development training to assist the District with curriculum revision or program implementation.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Models principles of learning and effective teaching in instructional delivery.
- Conducts a personal assessment periodically to determine professional development needs with reference to specific assignment.
- Coordinates the purchase of physical education equipment.
- Assists in maintaining appropriate coordination among the various programs related to instructional services.
- Prepares and submits required reports and maintains appropriate records.
- Assists in developing and implementing the department budget.
- Serves on District, state, or community councils or committees as appropriate or assigned.
- Supports the goals and priorities of the District.
- Represents the District in a positive and professional manner.
- Provides schools with necessary leadership that will enable all schools to develop their individual physical education programs to the fullest extent.
- Encourages schools to provide physical education opportunities to all students.
- Establishes or assists in establishing goals and objectives for programs or projects.
- Supports and participate in the implementation of the District's Strategic Plan.
- Utilizes appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.

- Serves as member of the instructional services team.
- Uses appropriate styles to motivate, gain commitment, and encourage positive change or task accomplishment.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.
- Certified by the state of Florida in the assigned content area.
- Minimum ten (10) years of successful teaching/administrative experience.
- Experience in Administration and Supervision preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of assigned content or service area.
- Requires the ability to express facts and ideas clearly and concisely, both orally and in writing.
- Requires the ability to organize time and materials. Ability to prioritize tasks and responsibilities.
- Requires the ability to display knowledge of state and District curriculum and assessment priorities and related statutes, rules, and policies.
- Requires the ability to display knowledge of child growth and development, learning theory, and current best practices.
- Requires the ability to use computer hardware and software to accomplish instructional and administrative functions.
- Requires the ability to interact effectively with professional staff, parents and students.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to determine goals, policies, and desired outcomes for multiple units.
- Requires the ability to maintain inventory and property management.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned department.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crouching, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: