



Please complete all areas and return to dcs@buffalodiocese.org

Date Posted: 5/12/2020

Send resume to: employment@stgregs.org

Type of Employment: Full-Time: Part-Time: If part-time, # of hours per week _____

Job Title of Open Position: PE/Health Teacher

Salary: Commensurate upon experience/education

Employer: St. Gregory the Great School

Location Address: 250 St. Gregory Court, Williamsville NY 14221

Employer website: www.stgregsschool.org

Job Description

Primary Functions: To provide spiritual and physical education and health instruction to students in grades PK-8.

Essential Core Qualities:

- Comfortable with leading prayer and sharing faith with students and staff.
- Implement the NYS physical education and health standards.
- Experience implementing NYS aligned units, lessons, and assessments.
- Effective classroom management skills, demonstrated knowledge of curriculum, including planning, execution, and evaluation of materials, supplies, and lessons.
- Strong background in physical education and athletics.
- Character traits necessary to teach young children - enthusiasm, warmth, and dedication.
- Ability to differentiate instruction and believes in an inclusive learning environment.
- Strong verbal and written communication and teaming skills.
- Technology skills for student management tasks and instruction.
- Open to instructional coaching and to other teachers in the classroom.
- Role model and lifelong learner.

Responsibilities:

- The physical educator is to provide maximum physical activity time within the class period, teach skills and activities that transfer into physical activity outside of physical education class, motivate children to be physically active, and take the role of physical activity director for the school.
- The physical education teacher has unique responsibilities in the school physical activity program to ensure that students are physically active within the physical education class.
- The physical education teacher also has the responsibility to help direct and guide opportunities for

physical activity within the school outside the physical education class.

- Effectively organize space, equipment, and students.
- Provide adequate equipment that allows all children to be active at the same time (e.g., one ball per child).
- Limit teacher talk or instruction time.
- Plan practice opportunities that are structured for maximum participation (e.g., individual, partner, and small-group activities; non elimination activities; activities that require no wait time).
- Structure the class so that learning occurs while students are being physically active.
- Another role of the physical educator is to encourage and motivate children to be active.
- Promote community activities, assign physical activity homework or home fun, show an interest in the out-of-class physical activity in which children participate, and lead by example.
- There are typically numerous activities in communities that promote physical activity, such as organized recreational sports, dance classes, gymnastics programs, and martial arts.
- Manage a bulletin board which focuses on ways students can be physically active through promoting our

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- Athletic program or ways to be physically active.
- Plan school wide activities such as field day, fun runs, a walking program, and morning exercise breaks.
- Encourage fund-raisers that promote physical activity (e.g., Jump Rope for Heart, Walk for Diabetes, St. Jude's Walk).
- Plan before- and after-school clubs for activities such as jump rope, walking, dance, gymnastics, and intramural sports.
- Depending on schedule may teach WIN (What I need) blocks with a focus on the STREAM principles or enrichment.
- Provide instruction which teaches enduring understandings using essential questions and process components outlined by the physical education standards in grades PK-8.
- Utilize the STREAM framework and principles to integrate physical education across the curriculum through collaboration with classroom and other special area teachers.
- Provide individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual and artistic abilities, and to accommodate a variety of instructional activities.
- Instruct students in proper care and use of tools and equipment.
- Evaluate each student's performance and prepare report cards.

Select and requisition instructional materials, tools, instructional aids, and maintain required inventory records.

- Establish routines and provide positive guidance.
- Provide a safe and secure environment for children to feel comfortable.
- Implement positive discipline when required.
- Clearly and effectively communicate in a manner that children understand.
- Develop positive relationships and communicate effectively with parents.
- Phone calls and/or emails must be returned to a parent within 24-48 hours.

The teacher must sustain weekly communication with parents through email and/or Google calendar/classroom or school website.

- Discuss children's development with parents.
- The teacher is responsible for the supervision of the students in his/or her care.
- Daily attendance is recorded on e-school and class attendance is kept in the grade book.
- The teacher must attend twice monthly faculty meetings.
- The teacher must attend parent information night, parent-teacher conferences, open house, and graduation.
- In addition to the above, teachers shall be required to attend not more than four other regular functions outside the normal school day such as (sacraments, fundraisers, athletic events, band concert, art show, Sunday mass).

- They must update the grade book and e-school at least every 2-3 days.
- Teachers must attend minimally 2 Professional Development seminars each year.
- They must also attend 5 hours of ministry training each year.

Other Duties as Assigned

Supervises: Students in class

Qualifications: Degree Requirements/Experience

- Qualifications:
- The Physical Education/Health Teacher will be thoroughly committed to St. Gregory the Great School's mission and vision. All candidates must enjoy working with children, have a positive attitude, and serve as a role model for students. Basic understanding and acceptance of Catholic School philosophy, understanding of child development and skills necessary to relate to students, appropriate control and discipline techniques.
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- Education: Master's Degree in Physical Education (or in process), NYS Physical Education and Health Certification, clear background check, successful completion of Protecting God's Children.
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- Experience: 3-5 years experience teaching in the certified area of certification.
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- Special Skills: Ability to work effectively with staff, parents, and Parish community members. Experience with conflict resolution and/or crisis management. Technology education such as but not limited to SMART Board, iPad, Chromebook, and Google classroom.
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- Ergonomic Requirements:
- The functions of this position usually performed are standing, and sitting, standard lifting, walking, carrying and other movements. Tasks involving working on a computer keyboard, involved extensive wrist and hand movement. All individuals in this position are required to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.
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- Positions and duties may be changed by the Pastor at any time, in order to meet the needs of the Parish.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than _____

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)