

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

**SUBJECT AREA SPECIALIST – PHYSICAL EDUCATION ,  
HEALTH, WELLNESS, DRIVER EDUCATION AND ATHLETICS**
**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certified by the state of Florida in the assigned curriculum area.
- (3) Minimum of five (5) years successful teaching / administrative experience.
- (4) Experience in Administration and Supervision preferred.
- (5) 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:**

Knowledge of assigned content or service area. Ability to express facts and ideas clearly and concisely, both orally and in writing. Ability to organize time and materials. Ability to prioritize tasks and responsibilities. Knowledge of state and District curriculum and assessment priorities and related statutes, rules and policies. Knowledge of child growth and development, learning theory and current best practices. Ability to use computer hardware and software to accomplish instructional and administrative functions. Ability to interact effectively with professional staff, parents and students.

**REPORTS TO:**

Director I – Staff Development & Curriculum Training (for the Areas of Physical Education, Health, Wellness & Driver Education)  
Deputy Superintendent (for the Area of Athletics)

**JOB GOAL**

To provide information, resources, training and support for effective strategies and technologies for the quality education of students.

**SUPERVISES:**

Teacher on Special Assignment – Physical Education, Health, Wellness, Driver Education and Athletics

**PERFORMANCE RESPONSIBILITIES:**
Service Delivery

- \* (1) Work with the schools to develop a district-wide athletic program to ensure uniformity and coordination.
- \* (2) Develop athletic policies with input from principals, athletic directors, and coaches.
- \* (3) Develop a district-wide athletic program policy and guidebook and update as needed.
- \* (4) Provide athletic assistance and guidance to schools in interpretation of Board policy and FHSAA rules.

**SUBJECT AREA SPECIALIST – PHYSICAL EDUCATION / WELLNESS (Continued)**

- \* (5) Assist in the evaluation and selection of athletic equipment.
- \* (6) Monitor the district athletic program for compliance with gender equity.
- \* (7) Provide coordination and delivery of training and support services in assigned area.
- \* (8) Coordinate project services to focus on accomplishing project goals and objectives in concern with District goals and priorities.
- \* (9) Coordinate the planning, implementation, articulation and evaluation of assigned curriculum program or services.
- \* (10) Assist in writing grant proposals and manage grants as needed.
- \* (11) Demonstrate knowledge and understanding of assigned curriculum, program or service area.
- \* (12) Assist in the evaluation and selection of materials, equipment or other products to provide services to the District, schools, teachers and/or parents.
- \* (13) Assist school personnel in implementing programs.

**Inter / Intra-Agency Communication and Delivery**

- \* (14) Serve as the district liaison for athletics to the Florida Department of Education, the Florida High School Activities Association (FHSAA), the Florida Interscholastic Athletic Administrators Association (FIAAA), and the National Association for Sport and Physical Education (NASPE).
- \* (15) Coordinate, with local community agencies and organizations, the provision of athletic training services for the athletic program.
- \* (16) Coordinate, with local community agencies and organizations, the provision for physical examinations for all athletes.
- \* (17) Coordinate the maintenance of athletic facilities with schools and various district departments.
- \* (18) Conduct periodic athletic director meetings for the purpose of program planning and coordination.
- \* (19) Assist the schools to promote publicity for all interscholastic sports, such as sports brochures and other publications, press and radio releases, etc.
- \* (20) Foster good community relationships by keeping the community aware of and responsive to the athletic program.
- \* (21) Serve as liaison to the Florida Department of Education as assigned.
- \* (22) Direct and coordinate project planning to involve District and school personnel, community representatives and others when appropriate.
- \* (23) Serve as a program services consultant to staff members and to District, school or family / community members.
- \* (24) Maintain 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.
- \* (25) Respond to inquiries or concerns in a timely manner.
- \* (26) Keep the Director informed about potential problems or unusual events.

**Professional Growth and Improvement**

- \* (27) Attend all local, district, regional, state, and national meetings that are necessary to the functioning of the athletic program.
- \* (28) Promote 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.
- \* (29) Coordinate the development and implementation of a district Athletic Coaching Endorsement Add-On Certification Program to assist coaches in keeping abreast of current practices, programs, legal issues, and care and prevention of athletic injuries.
- \* (30) Facilitate the development, implementation and evaluation of staff development activities in content, service or project area.
- \* (31) Keep well-informed about current trends and best practices in content, service or project area.
- \* (32) Keep abreast of federal and state laws, rules and policies relevant to assigned area.
- \* (33) Maintain expertise in assigned area to fulfill project goals and objectives.
- \* (34) Set high standards and expectations for self and others.

**SUBJECT AREA SPECIALIST – PHYSICAL EDUCATION / WELLNESS (Continued)**

- \* (35) Conduct needs assessments, provide awareness activities and deliver or coordinate professional development training to assist the District with curriculum revision or program implementation.
- \* (36) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (37) Model principles of learning and effective teaching in instructional delivery.
- \* (38) Conduct a personal assessment periodically to determine professional development needs with reference to specific assignment.

**Systemic Functions**

- \* (39) Assist in developing and implementing a district athletic program budget.
- \* (40) Coordinate the purchase of athletic equipment.
- \* (41) Coordinate the establishment of admission prices for all athletic events.
- \* (42) Seek assistance and support for the financing of the athletic program.
- \* (43) Assist in maintaining appropriate coordination among the various programs related to instructional services.
- \* (44) Prepare and submit required reports and maintain appropriate records.
- \* (45) Assist in developing and implementing the department budget.
- \* (46) Serve on District, state or community councils or committees as appropriate or assigned.
- \* (47) Support the goals and priorities of the District.
- \* (48) Represent the District in a positive and professional manner.
- \* (49) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \* (50) Provide schools with necessary leadership that will enable all schools to develop their individual athletic programs to the fullest extent.
- \* (51) Encourage schools to provide athletic opportunities to all students.
- \* (52) Establish annual athletic program goals and objectives.
- \* (53) Implement an annual evaluation of the athletic program.
- \* (54) Establish or assist in establishing goals and objectives for programs or projects.
- \* (55) Support and participate in the implementation of the District's Strategic Plan.
- \* (56) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (57) Serve as member of the instructional services team.
- \* (58) Use appropriate styles to motivate, gain commitment and encourage positive change or task accomplishment.
- \* (59) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**SUBJECT AREA SPECIALIST – PHYSICAL EDUCATION / WELLNESS (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 12**

**Date of Board Approval: August 21, 2001**

**Date of Revision: July 16, 2002; October 22, 2002.**

**Job Description Supplement No. 03**

\*Essential Performance Responsibilities