

Job Title: Middle School Physical Education/Athletic Director
Revised Date: February 2024
Work Year: 185 Days
Reports to: Building Principal

About Saint John the Evangelist Catholic School:

Saint John the Evangelist Catholic School is located in Northern Colorado and serves the communities of Loveland, Fort Collins, Windsor, and Greeley. We serve students and their families in Pre-K through 8th grade.

The Position:

The Middle School Physical Education/Athletic Director is a qualified professional educator who meets the requirements to teach in a Catholic school in the Archdiocese of Denver. Responsible for developing and implementing a comprehensive physical education program and overseeing the school's athletic activities. Excellent interpersonal skills and a track record of collaborating effectively with students, parents, and colleagues. Must understand and effectively implement classroom management techniques, educational best practices, and individual student learning preferences and requirements.

The salary range for this position is \$40,183.00 – \$54,599.00.

The teacher is hired by and directly accountable to the principal. The teacher is expected to abide by the policies and procedures of the local school, the Archdiocese of Denver, and the Office of Catholic Schools. The teacher cooperates with the principal and staff in providing an environment that promotes the ministry of Catholic education.

Essential Duties:

The duties of the Middle School Physical Education/Athletic Director will include but are not limited to:

- Develop and implement a comprehensive physical education curriculum in line with Catholic teachings and educational standards.
- Oversee all aspects of the school's athletic programs, including scheduling, coaching, and organizing competitions.
- Provide instruction in physical fitness, sportsmanship, and teamwork.
- Adapt teaching methods and activities to meet students' varying needs and interests.
- Maintain accurate records of student participation and progress in physical education and athletics.
- Communicate regularly with parents/guardians, colleagues, and principal regarding students' physical education and athletic performance.
- Supervise daily student physical activities and ensure a safe and inclusive environment.
- Collaborate with other faculty members to integrate physical education concepts into the broader curriculum.

- Participate in professional development and training programs related to physical education and coaching.
- Attend all required faculty and staff meetings, unless exempted or excused by principal.
- Perform all other duties as assigned by the school principal.

Education and Experience:

- Requires a minimum of a bachelor's degree in physical education or related field.
- Prior experience in coaching or athletic administration preferred.
- Compliance with Safe Environment requirements.

Competencies and Qualifications:

- Refrain from promotion or approval of, or the living out of, any conduct or lifestyle that would reflect discredit or disgrace on, or cause scandal in relationship to, the Archdiocese of Denver, or considered to be in contradiction with Catholic doctrine or morals.
- Effective supervisory skills.
- Effective listening and verbal communication skills.
- Must have an understanding of child development and skills necessary to relate to the students being taught.
- Possess strong human relations skills and familiarity with athletic practices to effectively manage time, communication, and maintain record-keeping while fostering a conducive learning environment.
- Proficiency in utilizing student electronic databases, grading software, and technology to support instruction is essential.

Benefits offered as part of an overall compensation package include:

- Comprehensive and generous medical, dental, vision, and prescription coverage.
- Paid personal (2) and sick (10) leave per academic year.
- Pension plan.
- Employer-paid life insurance, short- and long-term disability.
- Voluntary life insurance.

Application Process:

- To apply for this position, please visit the Archdiocese of Denver Career website at: Careers - Archdiocese of Denver (archden.org).
- Or send resume and three references to: jrossi@saintjohns.net.
- Application Deadline March 22, 2024.