



Job Title: Part-Time (.63 FTE) Elementary Physical Education Teacher

Reports to: Elementary Principal

Work Schedule: Mon-Fri; on-campus 25 hours per week, schedule TBD

Position Summary:

As the spiritual and academic leader of the elementary PE program, the teacher shall prayerfully plan, organize, and implement a Christ-centered environment that guides and students toward physical fitness, strong kinesthetic learning, and a desire to love, serve, and impact the world for Christ.

Key Responsibilities:

- Create a Gospel-centered environment that establishes a culture of love and respect in every class and activity; foster an appreciation for physical fitness.
- Introduce new skills to students, supervise games and activities to practice skills, and help students understand the fundamentals of various sports and athletic activities.
- Develop lesson plans and instructional materials using a variety of instruction strategies, plan, direct, and supervise students in fitness activities.
- Integrate California State Standards into all subject lesson plans, including preparation of projects designed to enhance subject understanding.
- Integrate biblical principles and a Christian worldview throughout the curriculum and in all co-curricular and extra-curricular activities.
- Effectively maintain proper discipline to achieve a safe, supportive, and functional learning environment.
- Observe and evaluate students' academic progress through both formal and informal assessments and provide on-going progress reports to students by keeping appropriate records.
- Work with the Educational Care Program to support students with cognitive, medical, physical, and emotional challenges that may affect academic learning and performance.
- Partner with the administration by following attendance procedures; maintain regular and accurate grade records; submit lesson plans to the principal according; prepare student mid-quarter progress reports, if necessary, and prepare student report cards in conjunction with the Systems Administrator.
- Keep students, parents, and the administration informed of program issues and progress.
- Support classroom teachers in school-wide fitness events; design and administer physical fitness skills tests.
- Complete additional administrative requests by the Elementary Principal or the Head of School.
- Communicate with parents through conferences and other appropriate means to discuss student's progress and/or behavior.
- Respond to communication requests no later than the end of the following business day.
- Develop and maintain rapport with students, parents, and staff.
- Attend and participate in functions as outlined in the Teacher Agreement or as requested by the Elementary Principal or Head of School.
- Understand emergency procedures and implement all Lock Down, Fire Drill, and Earthquake protocols.
- Prepare detailed information and materials for substitute teachers according to the Procedure Manual.
- Assist the Athletic Director with logistical support for the effective operations of VCA athletics and P.E.

The above summary represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks as needed to support the ministry of Venture Christian Academy.

Education, Skills, Experience, and Attributes:

- Bachelor’s Degree from an accredited university.
- Ability to work with children and maintain group behavior.
- Strong interpersonal skills and ability to lead and provide clear direction with children.
- Ability to operate basic classroom equipment and office machines.
- Proficient in all school-related data systems.

Additional Expectations:

- Has received Jesus Christ as his/her personal Lord and Savior.
- Agrees with and will abide by the Venture Christian Church Statement of Faith/What We Believe, Standards of Conduct, and Lifestyle Agreement.
- Is a member in good standing with Venture Christian Church or at a local evangelical church that has a Statement of Faith in agreement with Venture Christian Church’s Statement of Faith/What We Believe.

Physical Demands:

- Walk, stretch, stand, sit, lift up to 30 lbs.
- Able to see, speak, and hear on a regular basis.
- Able to climb stairs; stand for extended periods of time.
- Supervise students inside and outside of the building.
- Summon help when an emergency arises on campus and assume responsibilities within an incident command structure.
- Must be present daily and able to attend weekend and evening functions.

AUTHORIZATION

I have reviewed and received a copy of this job description and agree to fulfill the job as outlined above. I have indicated that, with or without reasonable accommodation, I am able to perform the essential functions of the position.

Employee Signature: _____

Date: _____

Print Name: _____

Human Resources Signature: _____

Date: _____