

Position Title: Physical Education Teacher / Athletic Director

Reports To: Principal, Mr. Stofa

Employment Status: Full-Time, 10 Month Position

The Physical Education Teacher/Athletic Director is responsible for providing a comprehensive physical education program that promotes lifelong health, fitness, sportsmanship, and wellness while overseeing all aspects of the school's athletic programs. This individual fosters student growth through physical activity, athletic competition, leadership development, and Christian values consistent with the mission of Most Blessed Sacrament Catholic School.

Physical Education Teacher Responsibilities

- Plan and implement physical education lessons for students in grades PK-8, and health education lessons for grades 6-8.
- Teach age-appropriate activities that develop physical fitness, motor skills, teamwork, and healthy lifestyle habits.
- Create a positive, safe, and inclusive learning environment for all students.
- Incorporate character education, sportsmanship, respect, and Catholic values into daily instruction.
- Enforce safety procedures and maintain equipment and facilities.
- Communicate effectively with students, parents, and faculty members regarding student progress and expectations.
- Participate in faculty meetings, professional development, and school events.

Athletic Director Responsibilities

- Provide leadership, direction, and oversight for all school athletic programs.
- Recruit volunteers to coach athletic teams.
- Coordinate athletic schedules, practices, games, and tournaments.
- Maintain athletic policies, procedures, and student-athlete expectations.
- Manage athletic budgets, inventory equipment, and uniform distribution.
- Oversee student-athlete eligibility requirements and participation records.
- Serve as the primary liaison between the school, coaches, parents, opposing schools, athletic leagues, and diocesan representatives.
- Organize athletic awards programs, recognition events, and communications.

Qualifications

Required

- Bachelor's degree in Physical Education, Education, Exercise Science, or related field.
- Valid teaching certification or eligibility for certification as required by the state and Diocese.
- Experience coaching youth sports and working with school-age children.
- Strong organizational, communication, and leadership skills.
- Ability to coordinate multiple programs and events simultaneously.
- Commitment to the mission and values of Catholic education.
- Successful completion of all diocesan background screening and safe environment requirements.

Preferred

- Master's degree in Education, Athletic Administration, or related field.
- Previous experience as an athletic director, coach, or physical education teacher.
- CPR, First Aid, and AED certification.
- Experience developing and managing athletic budgets and programs.

Knowledge, Skills, and Abilities

- Knowledge of physical education curriculum and best instructional practices.
- Understanding of athletic administration and youth sports development.
- Strong interpersonal and relationship-building skills.
- Ability to motivate students, coaches, and volunteers.
- Effective conflict-resolution and problem-solving skills.
- Proficiency with technology used for scheduling, communication, and record management.

Physical Requirements

- Ability to actively participate in physical education activities and athletic events.
- Ability to stand, walk, run, bend, and lift equipment up to 50 pounds.
- Ability to work occasional evenings and weekends for athletic events and school activities.

Mission and Faith Commitment

The Physical Education Teacher/Athletic Director supports and upholds the philosophy, mission, and goals of Most Blessed Sacrament Catholic School and the Catholic Diocese of Wilmington. The successful candidate serves as a positive role model who demonstrates Christian values and encourages students to grow spiritually, academically, physically, and socially.