

After School Activities Coordinator (ASA) & Elementary Physical Education Teacher

Department: Elementary PE/ASA for Elementary & Middle School

Status of Hire: Overseas Direct Hire (ODH)

Key Reports: Elementary Principal (50%) & Activities Director (50%)

Collaborate with: PE Department Head, Athletics Director, ES & MS
Administration, Physical Education Teachers/Department

Objective:

After School Activities Coordinator (50%):

- Coordinate ES and MS After School Activities (ASA).
- Provide support for overall K-12 activities for the Activities Director

Physical Education (50%):

- Develop in each student an understanding of the relationship of good body function and exercise
- Develop self motivation towards physical fitness
- Encourage positive hygienic habits
- Encourage positive social and emotional adjustment
- Discover and develop talents of students in physical achievement
- Develop strength, skill, agility, poise, and coordination in individual, dual, and team physical activities and sports, in accordance with each student's ability

Minimum Qualifications:

1. Minimum of bachelor's degree (Physical Education and Health Preferred)
2. State/provincial teaching certification or license
3. Within one year of teaching at YISS will be required to hold CPR/AED First Aid and Lifeguard Training (can be received through YISS Aquatics Dept.)
4. For those teachers with specific coaching assignments, physical stamina and skill, and endorsed in specific coaching areas.

Duties and Responsibilities:

General Duties

1. General hours of 9 a.m. - 5 p.m. Exact arrival and departure times may vary depending upon the events happening within a specific day and will be determined by the elementary principal and activities director.
2. On days when there are no after school activities, the arrival/departure times are determined at the discretion of the activities director and elementary principal.
3. Perform assigned supervisory duties and responsibilities (break, lunch, after school, etc.) and inform the activities director and es administration in advance if unable to fulfill any assigned duty.
4. Participates cooperatively with the activities director and elementary principal to develop the method by which he/she will be evaluated.

5. Maintains control of storage and use of school-owned property.
6. Provides appropriate safety instruction and makes safety checks on equipment and field areas to insure the overall safety of students.
7. Attend ES Staff or All Staff meetings as determined by the ES Principal and Activities Director.

After School Activities Coordinator (50%)

Communication

1. Communicate schedules and rules to sponsors and coaches.
2. Maintain informational announcements and schedules on the following media: Schoology, promotional flyers.
3. Assist in promoting ASA programs to the school community.
4. Assist in communicating with parents the changes and/or procedures for ASA programs.
5. Assist in developing school policies for after school activities (ASA).
6. Provide input to the ASA handbook, helping to ensure that each sponsor has a complete understanding of school policy that affects his/her activity.
7. Communicate with the AD and ES Office if students are causing behavioral issues in a class.

Coordination

1. Collect student/instructor waivers and other paperwork and maintain a running list of those who have turned them in for the year.
2. Coordinate rosters and bus lists with instructors, ES Office and attendance.
3. Arrange coordination of facilities for ASA.
4. Coordinate ASA sign-ups at the beginning of each term (trimester). This includes descriptions, registration forms, email merge documents, rosters, and other documents.
5. Coordinate payment lists for issuing GIRO slips and confirming payment.
6. Monitor the facility calendars in conjunction with the AD to ensure smooth operations and facilities for all activities.

Representation

1. Monitor the beginning of activities (3-3:15 pm) each weekday to ensure that all students are present in the correct location.
2. Monitor the end of activities (4:30 pm) each weekday to ensure that students are picked up by parents/guardians.
3. Represent MS and/or ES at KAIAC meetings when possible.
4. Assist with holding instructors accountable for abiding by school policy.
5. Organize training in Child Safety policies for all instructors once per year.
6. Abide by and support all policies of Y.I.S.S. and NICS/Oasis.
7. Perform other duties as assigned.

Elementary Physical Education (50%)

1. Teaches knowledge and skills in physical fitness, health education, rhythms and dance, and individual, dual, or team sports, utilizing course of study and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter specified in standards and administrative regulations and procedures of the school.
3. Maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
4. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups as assigned.
5. Works in conjunction with classroom teachers in developing life-long health and fitness activities.
6. Works cooperatively with other physical education teachers in planning a balanced physical education program.
7. Analyzes, demonstrates, and explains basic skills, knowledge, and strategies of formal sports, game rhythms, and fundamentals of body movement.
8. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each student, to the extent feasible.
9. Establishes and maintains standards of student behavior needed to provide an orderly, productive environment in the physical education areas.

10. Evaluates each student's growth in physical skills, knowledge, and contribution in team sports.
11. Maintains professional competence through in-service education activities provided by the school, and/or in self-selected professional growth activities.
12. Develops, organizes, and oversees the ES Field Day event and planning.
13. Oversees and assigns students to ES House Teams (Responsible for tallying points, keeping with team point data, and communicating the quarterly, semester, and year end results).
14. Communicates with all stakeholders regarding student progress.
15. Performs other duties as assigned.

All employees and associates are required to adhere to a Safeguarding Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.

Application Process:

Interested candidates may apply using the website below:

<https://www.nics.org/accounts/register/>