

Physical Education  
Department Head Duties and Responsibilities

1. Call physical education staff meetings (minimum one per month)
2. Attend school Administrative Department Head meetings
  - Develop Agendas, take minutes and distribute to Principals
3. Facilitate Department Planning of Yearly Content Area (units) Schedule (yearly schedule indicates units taught, facilities and grade level of students)
  - Set deadlines and submit Unit schedules to Principal
  - Check individual teachers schedules for compliance with State Content and Performance Standards
4. Develop daily supervision schedule
  - Indicate location of teacher supervision each period
  - Indicate locker room supervision each period
5. Handle ordering, reordering, sales, account, and distribution of physical education uniforms and Student supplies associated with Physical Education
6. Facilitate class count in department
  - Equalize number of students in each class
7. Facilitate distribution (sale) of locks and lockers in girls' and boys' locker rooms
  - Facilitate development of locker room procedures for distribution
  - Facilitate development of student locker room rules of conduct in each locker room
8. Order physical education equipment. Maintain equipment budget. Establish a system of distribution and collection of equipment equitable to all PE staff members
9. Facilitate development of a physical education syllabus (school rules and district policies) signed by students and parents
10. Facilitate maintenance and repair of physical education facilities
  - Collaborate with athletic director (Senior level)
  - Maintain inventory and cleanliness of equipment rooms
  - Maintain weight room as a safe environment
  - Report repairs (as needed) to administration
11. Facilitate fitness testing
  - Distribute and collect scantrons-send to Testing Office as directed
  - Develop schedule for fitness testing defining dates and areas of testing for each teacher
  - Work with JROTC in testing and collection of testing materials

- Monitor due dates
- Work with test coordinator in facilitation of testing for all 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> grade students
- Work with Park and Recreation Department to facilitate any swim testing and classes as listed in Administrative Procedure 4178

12. Substitutes

- Assist substitutes with locating lesson plans from each member of the PE staff absent
- Support and help substitutes with problems including access to facilities, equipment, supervision demands and lesson plans

13. Work with administration and counseling office to develop master schedule for next semester of classes and teachers

14. Participate in professional development

15. Facilitate development of a written, planned, sequential physical education curriculum at schools aligned with State Physical Education Content Standard