



ATHLETIC DIRECTOR & PE/WELLNESS INSTRUCTOR JOB DESCRIPTION

MMI Preparatory School seeks an innovative and collaborative Athletic Director and PE/Wellness teacher to join our administration and faculty for the 21-22 AY. Candidates should have a strong physical education and fitness background with an equally strong commitment to student development and success. The position will involve teaching and coaching students in grades 6 to 12. The successful applicant will be a motivated individual with a keen interest in encouraging and inspiring students.

The ideal candidate will have strong content knowledge with a passion for teaching, a desire to be an active participant in shaping an innovative curriculum, and a willingness to experiment with learning methodologies that enable students to take ownership of their learning.

A bachelor's degree in Physical Education and/or Health and Wellness or related field is required; A master's degree in Physical Education and/or Health and Wellness or related field is preferred. Previous experience in athletic administration at independent schools as well as coordinating with the PIAA are ideal. The successful candidate will work as part of a dynamic, high-energy educational team and will have strong interpersonal, communication, and organizational skills.

MAJOR DUTIES AND RESPONSIBILITIES

- Teaches content and skills in physical education and health/wellness to middle and upper school students.
- Provides appropriate safety instruction and supervision at all times.
- Oversees and fosters the academic, social, and character development of each student.
- Develops and maintains long range and daily instructional plans for each course using a variety of teaching and assessment tools and strategies.
- Integrates technology seamlessly into teaching strategies and practices.
- Plan, organize and oversee the school's sports program.
- Work with coaches, parents and student-athletes to ensure program objectives mirror the school's mission, values and culture, and strive to build a culture of enthusiastic support among all members.
- Develop guidelines and procedures for the operation of the athletic programs in keeping with league, district and PIAA requirements and ensure that these guidelines are followed.
- Establish and maintain an effective system for verifying student athletic eligibility.

- Coordinate and oversee the recruitment, selection, supervision, evaluation and development of coaches.
- Attend MMI athletic contests regularly.
- Develop and maintain good public relations with parents, alumni, officials, fans and news media.
- Oversee all management issues related to successful operations to include but not be limited to recordkeeping; athletic schedules; emergency services at games, where necessary; security; control and supervision when other schools use MMI athletic facilities; cleanliness and good order of all athletic facilities and equipment.
- Coordinate transportation for school athletic events.
- Schedule officials for athletic events.
- Represent well MMI in league, district and PIAA matters.
- Work with the Head of School and Business Manager to plan an effective annual sports budget.
- Encourage and maintain proper student and community sportsmanship at all athletic contests.
- Develop and implement safety, emergency and injury procedures.
- Update athletic handbook when necessary.
- Attend to any additional responsibilities that may be added at the School's discretion.

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