
Job Description: K-12 PE & Health Coordinator

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Reports to: Athletic Director

Wage/Hour Status: EXEMPT

Pay Grade: AP650M/226 Days

Dept./School: Athletics Department

Primary Purpose

The K-12 PE & Health Coordinator is responsible for supporting the Physical Education program and curriculum that enhance the student and staff experience specifically aligned with state TEKS and legal requirements. This role works to increase student achievement through oversight of Physical Education programming, professional learning, instructional coaching and program effectiveness. Additionally, the Coordinator monitors student enrollment, student achievement and attendance in External PE where off-campus locations offer instruction in physical education approved through LISD. In addition, it provides leadership for district health initiatives serving as a vital member of the School Health Advisory Council (SHAC).

Qualifications

- **Education/Certification:**
 - Master's Degree from an accredited university.
 - Valid Texas teaching certificate (Physical Education or Health preferred).
- **Special Knowledge/Skills:**
 - Knowledge of instructional best practices for physical education in elementary/secondary classrooms.
 - Demonstrated ability to organize and coordinate a district-wide program including fiscal responsibilities.
 - Ability to interpret policy, procedures, and data.
 - Strong interpersonal skills to collaborate with the community, campus administrators, teachers, and peers.
 - Extensive knowledge of current state education regulations and requirements, including SHAC mandates.
 - Fluent use of leadership coaching skills.
 - Proficient budget management.
 - Exemplary use of technology for learning and instruction.
- **Experience:**
 - 5–8 years of experience as a teacher.
 - 3–5 years of instructional leadership or teacher leadership experience.
 - Experience as an effective professional learning leader for teachers and administrators.
 - Strong portfolio evidencing leadership in district and/or campus-wide initiatives.

Major Responsibilities and Duties

Curriculum Design and Leadership

- Design a meaningful and challenging curriculum that integrates the Physical Education TEKS, health and wellness and skills for K-12 PE and Health courses.
- Collaborate with PE and Health teachers to create curricular support tools such as lesson exemplars, student physical health and well being.
- Review and revise curriculum documents annually to reflect state standards and district goals.
- Ensure all curriculum documents are posted in a timely manner for district use.
- Conduct classroom visits to provide feedback and support for district curriculum implementation.
- Inventory and manage PE equipment and supplies for most effective implementation of Physical Education TEKS.

External PE Program Management

- Maintain records for each student approved for the off-campus PE program, including applications, weekly schedules, grade reports, and attendance.
- Monitor and coordinate family payments for the External PE program
- Website maintenance for family access.
- Annual board reporting related to participation, attendance and sport availability.
- Monitor the submission of grades and attendance at the end of each grading period from off-campus instructors.
- Visit sponsoring facilities or agencies to explain program requirements and instructor responsibilities.
- Contact each sponsoring facility a minimum of once per semester to ensure compliance with TEA regulations.

Athletic Program Coordination

- Coordinates athletic programs and related initiatives
- Provides support and coverage for athletic events
- Oversees the management and integrity of the RankOne database system
- Serves as liaison for athletic ticketing operations
- Coordinates middle school athletic scheduling processes
- Supports district athletic programs and strategic initiatives

Health and Wellness Leadership

- Directly advise and serve as a primary district liaison for the School Health Advisory Council (SHAC).
- Coordinate SHAC meetings, facilitate the development of recommendations for the Board of Trustees, and ensure the district remains in compliance with all state health and physical education requirements.
- Utilize SHAC feedback to align district wellness policies with community and student needs.

District Support and Professional Learning

- Obtain and use data to determine program effectiveness and ensure continuous improvement.
- Assist campus administrators and teachers with classroom instruction, state monitoring and compliance as well physical fitness strategies, and district compliance.
- Support teachers with the integration of technology tools, software, and apps into instruction.
- Support teachers through professional learning related to learner-centered physical education TEKS and classroom environments.
- Facilitate high-quality, ongoing assessment of student learning aligned to content standards.
- Utilize enrollment information to forward equity and access for all students.
- Communicate regularly with athletics directors for ongoing support of initiatives and team collaboration.

Community and Professional Growth

- Maintain professional and timely communication with parents, students, teachers, and campus administrators.
- Participate in activities that promote district and community relations.
- Remain current in curriculum, differentiated instruction, and best practices state/national conferences.
- Serve on various advisory committees and planning teams.

Mental Demands/Physical Demands/Environmental Factors

- **Tools/Equipment:** Computer and peripherals; standard office equipment.
- **Posture:** Very frequent walking; occasional bending/stooping, pushing/pulling, and twisting; occasional prolonged sitting or standing.
- **Motion:** Frequent repetitive hand motions; frequent keyboarding; occasional reaching.
- **Lifting:** Frequent lifting and carrying.
- **Environment:** Frequent district-wide travel.
- **Mental Demands:** Maintain emotional control under stress; work with frequent interruptions; frequent prolonged and irregular hours.

Note: This position is an in-person job and does not qualify for remote work or work-from-home status. All employees are to follow district safety protocols and emergency procedures.