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## Auburn University Job Description

Job Title:	<b>Coord, PHED Program</b>	Job Family:	No Family
Job Code:	<b>AA86</b>	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

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### Job Summary

Coordinates and oversees the operations of the School of Kinesiology Physical Education (PHED) instructional program by promoting knowledge about physical activity and performance by creating an invigorating learning environment for students enrolled in PHED courses.

### Essential Functions

1. Plans, develops, and executes the School of Kinesiology Physical Education program.
2. Supervises, trains, and assesses PHED instructors who deliver content to the PHED program ensuring that courses are administered safely, consistently, and fulfill intended outcomes. Coordinates program activities to ensure relevant guidelines, specifications, policy and/or procedures are enforced and followed.
3. Provides information to and facilitates communication between administration, faculty, staff, students, and parents concerning programs and services.
4. Collaborates with PHED instructors to ensure facilities, equipment, and materials are provided for classes and other program events. Keeps inventory of equipment for PHED courses.
5. Advises PHED instructors about decisions related to student accommodations, student absences, grades, academic honesty, parent inquiries, policies and procedures related to PHED courses.
6. Oversees the Movband Program by coordinating distribution of bands to students enrolled in Active Auburn each semester. Troubleshoots issues with Movbands and Movband program, maintains inventory of Movbands, and places orders when needed.
7. Administers Canvas (Learning Management System) for all PHED courses creating syllabi templates, safety instructions, course templates and other functions for use of instructors and courses.
8. Collaborates with class scheduler and staff to ensure all instructors are flagged and ready for instruction at the beginning of each term.
9. May complete other duties as assigned relevant to position.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Physical Education, Kinesiology, or relevant field.
<b>Experience (yrs.)</b>	5	Experience in teaching Physical Education or administration of Physical Education courses.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of effective and safe practices of physical education. Proven ability of effective communication skills (both written and oral). Ability to work in collaboration with students, faculty, staff, and others associated with the program.

#### **Certification or Licensure Requirements**

Certification in Physical Education to include First Aid and CPR certification.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/8/2018

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