

BROOKLYN FRIENDS SCHOOL
Position Opening, April 2018

Physical Education Department Chair & Assistant Athletic Director

Brooklyn Friends School seeks to hire a Full-Time Physical Education Department Chair and Assistant Athletic Director. The PE Department Chair works across divisions with grades K-12 in a dynamic and well-respected Physical Education program. The Department Chair oversees a staff of five full-time and four part-time employees. This position reports to the Middle School Division Head and assists the Athletic Director in carrying out the day-to-day operations of a robust 7-12th grade athletic program.

Responsibilities:

- Develop, implement and provide active leadership for a comprehensive PE program for Grades K-12.
- Manage the recruitment, selection, supervision, evaluation, and professional development of PE staff.
- Assign and organize class schedules for PE classes and teachers.
- Oversee all management of PE facilities, including two gymnasiums, a fitness center, two dance studios, and a multi-purpose room.
- Plan, develop and adhere to annual PE budgets; order and secure equipment and organize PE programming.
- Implement and develop curricular PE “Pathway” programming through various community facilities and vendors for grades 7-12.
- Support the Athletic Director in various day-to-day operations including, but not limited to: confirming games, officials, and transportation with opposing schools; managing equipment and uniform inventory; organizing and assisting with special athletic events within the school and in the community.
- Teach up to five sections of Physical Education across divisions.
- Serve as an advisor in the middle school
- Coach Two Seasons

Skills and Experience:

- Strong organizational and supervisory skills
- Experience with Google Chrome/Docs
- The ability to exhibit enthusiasm, creativity, collaboration and flexibility
- Strong communication skills, both written and verbal
- Ability to meet and adhere to multiple deadlines

Desired Qualifications:

- Bachelor’s Degree with Master’s Degree preferred
- Experience in leading a Physical Education program as well as curriculum development
- Experience as an Athletic administrator as well as significant coaching and teaching experience

Interested candidates should send cover letter and resume to
PEposition@brooklynfriends.org