

**Physical Education Teacher and Athletic Director**  
**Job Description**  
**Gesu Jesuit Catholic School**

**Position Title:** Physical Education Teacher and Athletic Director Job Description

**Salary:** Starting from \$40,000, based on education and experience

**Status:** Exempt, full time

**Position Start Date:** August 15, 2026

**To apply:** Contact Ms. DeLois Cooke Spryszak, Principal, at [spryszak.d@gesudetroit.org](mailto:spryszak.d@gesudetroit.org) or call (313) 863-4677, extension 024

Job Summary

The incumbent will be responsible for physical education instruction to K-8 students (limited health education instruction) — teaching, supervising and managing behavior for all students as well as working to plan, organize and manage students' athletic programs, activities and events. Gesu is a Catholic school and believes in instilling principles of Christianity in its students; thus, the physical education teacher and athletic director is expected to understand and to teach principles of religion and morality that can reasonably be built into the curriculum. The incumbent is expected to communicate with all stakeholders (students, parents, staff, etc.) as needed in order to support a solid learning environment. The teacher will report to work on school days at 7:20 am, and will, as necessary, be expected to attend to various after-school responsibilities including meetings, tutoring, extracurriculars, etc. The incumbent will work based on an August 15<sup>th</sup> to June 15<sup>th</sup> contract.

Responsibilities

- Establish and maintain standards of pupil behavior necessary to provide an orderly and productive instructional environment conducive to teaching and learning.
- Create a learning environment of mutual respect and rapport that supports learning, as well as a sense of physical and emotional safety for all.
- Provide behavioral directions in a calm, clear, and professional manner. Use a variety of well-researched strategies so students enjoy an engaging, positive, and effective culture for learning.
- Maintain an accurate record of student attendance reports, classroom grades, and all relevant/related professional duties.
- Engage students actively and meaningfully in their learning.
- Manage the classes effectively to encourage student participation, minimize distractions and maintain a positive learning environment.
- Adapt teaching methods to fit the needs of each individual student.
- Supervise students in and out of the classroom, including in the halls, on the playground and in the cafeteria as well as during special activities.
- Communicate as needed with families.
- Care for and teach children of all socio-economic and academic levels and backgrounds.
- Establish a consistent disciplinary approach which promotes self-direction and confidence; set high standards for student behavior and manage inappropriate behavior effectively.
- Collaborate with other teachers or administrators to develop, evaluate, or revise school instructional programs.
- Cooperate with school administration; work effectively with all staff members to promote positive working relationships.
- Complete additional administrative, operational, and professional responsibilities and duties as needed, before or after school hours.

Physical Education/Health

- Design and implement age-appropriate physical education curriculum aligned with national, state, and local standards.
- Design and implement age appropriate health curriculum for 7<sup>th</sup> and 8<sup>th</sup> graders that is aligned with national, state, and local standards.
- Develop lesson plans that incorporate a variety of activities to promote physical fitness, motor skills development, and teamwork.
- Instruct students on proper techniques, safety guidelines, and rules for various sports and physical activities.
- Assess and evaluate student performance, providing constructive feedback and maintain accurate records of their progress.

- Promote a positive and inclusive environment that encourages participation, sportsmanship, and a lifelong commitment to physical fitness.
- Collaborate with other teachers and staff members to integrate physical education into the overall school curriculum.
- Communicate with parents or guardians regarding student progress, upcoming activities, and any concerns related to physical education.

#### Athletic Director

- Coordinate and oversee all aspects of the school's athletic program, including team tryouts, practice schedules, game schedules, and transportation in accordance with CYO standards, protocols, and structures.
- Recruit, hire, and evaluate coaches, ensuring they meet certification requirements and maintain high standards of coaching excellence.
- Maintain and manage athletic facilities, equipment, and supplies, ensuring they are in good condition and meet safety standards.
- Collaborate with school administrators, coaches, and parents to develop and enforce athletic policies, procedures, and eligibility requirements.
- Promote a positive and inclusive athletic culture that emphasizes fair play, good sportsmanship, and character development—among students and families.
- Organize and oversee athletic events, tournaments, and competitions, including scheduling officials, coordinating volunteers, and managing logistics.
- Manage the athletic department budget, including fundraising activities, equipment purchases, and facility maintenance.

#### Required Knowledge, Skills and Abilities

- Demonstrate the ability to communicate information clearly and effectively to students, staff and stakeholders.
- Exhibit professional, friendly, courteous behavior with students, staff and stakeholders.
- Possess knowledge of software normally used in an office and a classroom setting and computer skills adequate to perform the tasks associated with the job, as well as an ability to learn new technologies as necessary.
- Have good organizational skills and be detail-oriented.
- Be capable of multitasking, thinking creatively, and working with a sense of mission in order to do the work of the school.
- Strong English verbal and written communication skills.
- Maintain confidentiality of all information obtained during the performance of duties. Use appropriate discretion when sharing confidential information. Demonstrate proper integrity, decorum and professionalism at all times in order to present Gesu School and Church in a positive manner.

#### Required Qualifications

- Dedication to the mission of Gesu Jesuit Catholic School
- Bachelor's degree in a teachable subject and familiarity with physical-education and health education instructional concepts as well as a good understanding of athletics
- Possess a valid Michigan teaching certificate with a physical education endorsement
- An analytical mind with an ability to think and act strategically
- Excellent organizational and classroom leadership skills
- Superior customer-service skills and mindset when working with parents and other stakeholders
- Proficient in the use of Microsoft Office and classroom management software
- For athletic events, work evenings and/or weekends as required
- Possess or obtain all required child-protection certificates and trainings
- Strong knowledge of physical fitness, sports rules, and coaching principles
- Excellent communication and interpersonal skills to effectively interact with students, parents, coaches, and school administration
- Demonstrated leadership skills and the ability to inspire and motivate students and coaches
- Knowledge of relevant safety guidelines and procedures for sports and physical activities

#### Preferred Qualifications

- One year of experience as an elementary-school physical-education teacher and/or athletic director.