

**COOK INLET TRIBAL COUNCIL, INC.**  
**JOB DESCRIPTION**

Job Title: Physical Education Coordinator/Teacher  
Department: Educational Services System (ESS)  
Supervisor: High School Program Manager  
FLSA Status: Full-Time Regular, Exempt

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**General Functions:**

Under the supervision of the High School (HS) Program Manager, the Physical Education Coordinator/Teacher will implement CITC's PE program in four Anchorage High Schools. The Coordinator/Teacher will work with four PE teachers instructing Alaska Native/American Indian (AN/AI) students in sports, recreational activities and healthy lifestyle issues, in order to encourage and develop physical fitness and skills, self esteem and interpersonal skills. The Physical Education Coordinator/Teacher is responsible for developing and implementing innovative, challenging, engaging, and culturally relevant material for use among all schools where CITC's physical education program has a presence.

The Physical Education Coordinator/Teacher will also instruct Alaska Native/American Indian (AN/AI) students in sports, recreational activities and healthy lifestyle issues, in order to encourage and develop physical fitness and skills, self esteem and interpersonal skills. The Physical Education Teacher is responsible for developing and implementing innovative, challenging, engaging, and culturally relevant material.

**Duties and Responsibilities, including but not limited to:**

- Performs all management tasks for program goals and objectives supporting the HS Program Manager in DOE reporting for this grant
- Responsible for timely implementation of activities as outlined in the grant and identified in planning that takes place post-notice of grant award
- Chief liaison (with assistance from K-12 Education Director) with school district in which Mellen program is operating.
- Display cultural competence and awareness of unique issues facing AN/AI students in Physical Education
- Prepare a yearly program of learning experiences that link physical activities with issues related to health and wellbeing.
- Teach a range of elective physical education modules courses depending on the needs and interests of their students.
- Teach the basic techniques and skills associated with team and individual sports, dance, gymnastics, track and field, aquatics and recreational activities such as canoeing, water safety, hiking and Alaska Native games.
- Teach students about community and personal health issues including nutrition, sexuality, and drug use.
- Instruct students in the safety practices associated with different environments including: swimming pools, gymnasiums and playing fields.
- Coordinate school-time trips to special facilities as needed events such as inter-school sports programs, swimming and athletic carnivals, and lifesaving programs.
- Teach according to State of Alaska content standards for Healthy Living
- Other related duties as assigned.

**Job Specifications:**

- Basic computer skills
- Superior written and oral communication and organizational skills
- Demonstrated ability to maintain confidentiality
- Demonstrated ability to represent CITC and the in a professional manner within the industry, the business community and in public
- Demonstrated ability to diplomatically work with a variety of people in a variety of situations
- Exceptional time management, prioritization, problem solving, and detail oriented skills.
- Awareness of the unique challenges faced by Alaska Native and American Indian youth in the school system
- Strong problem solving skills
- Demonstrated ability to make decisions and exercise good judgment.
- Demonstrated ability to undertake required rigorous activity as a Physical Education Teacher.
- Demonstrated knowledge and understanding of the social, educational, training and cultural needs of the Alaska Native and American Indian community

**Qualifications:**

- Bachelors Degree in Business, Education, Physical Education or related field
- 3-5 years supervisory experience preferred
- Physical Education Endorsement preferred, but may be certified in any content area with *documented physical education and/or coaching work experience*
- Experience working with Alaska Native families and knowledge of their values and belief systems
- Knowledge of the Anchorage School District policies and practices
- Continued employment status will be contingent upon receipt of a satisfactory state and federal criminal background check report in compliance with the 1990 Indian Child Protection Act
- Valid Alaska Drivers License and insurable under CITC’s automotive insurance

**Hiring Preference**

Preference shall be given to eligible and qualified Alaska Native or American Indian applicants pursuant to PL. Indian Self-Determination Act.

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Employee Signature

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Date

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Supervisor Signature

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Date