AUBURN
Human Resources

Coord, PHED Program

Job Description

JOB INFORMATION

Job Code	AA86
Job Description Title	Coord, PHED Program
Pay Grade	AA08
Range Minimum	$43,580
33rd %	$52,300
Range Midpoint	$56,660
67th %	$61,010
Range Maximum	$69,730
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

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.

RESPONSIBILITIES

- Plans, develops, and executes the School of Kinesiology Physical Education program.
- 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.
- Provides information to and facilitates communication between administration, faculty, staff, students, and parents concerning programs and services.
- 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.
- Advises PHED instructors about decisions related to student accommodations, student absences, grades, academic honesty, parent inquiries, policies and procedures related to PHED courses.
- 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.
- 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.
- Collaborates with class scheduler and staff to ensure all instructors are flagged and ready for instruction at the beginning of each term.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Physical Education, Kinesiology, or relevant field.	and	5 years of	Experience in teaching Physical Education or administration of Physical Education courses.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
First Aid Certification	Certification in Physical Education to include	Upon Hire	Required	And
Cardiopulmonary Resuscitation (CPR)		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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