



PE Teacher & Athletic Director

2026-2027

JOB PURPOSE: Chestertown Christian Academy is seeking a dynamic and organized leader to serve as the **PE Teacher and Athletic Director**. This dual-role position is responsible for both the instructional delivery of a comprehensive K-12 physical education curriculum and the administrative oversight of the school's entire athletic department. The successful candidate will foster a Christ-centered environment that promotes physical fitness, teamwork, discipline, and sportsmanship while ensuring the operational excellence of all competitive sports programs.

Primary Responsibilities:

- **Curriculum & Lesson Planning:** Design and implement a K-12 PE curriculum aligned with standards that promote fundamental movement skills, physical fitness, and healthy lifestyles.
- **Instructional Delivery:** Lead engaging, structured lessons that incorporate a variety of sports, games, and fitness exercises tailored to diverse age groups and ability levels.
- **Assessment & Inclusion:** Evaluate student progress through skill demonstrations and fitness testing, adapting strategies to ensure an inclusive environment for all students.
- **Safety & Management:** Maintain a safe, orderly, and positive gymnasium and field environment, implementing rigorous safety guidelines and effective classroom management.

Departmental Administration:

- **Program Vision:** Provide leadership for all K-12 athletic programs, ensuring every activity aligns with the school's mission and Christian values.
- **League Compliance:** Serve as the primary liaison for the Delaware Valley Christian Athletic Conference, attending meetings and ensuring adherence to all league rules and reporting requirements.
- **Scheduling & Coordination:** Manage the master calendar for all practices and games; coordinate referees, transportation for away games, and facility readiness for home events.
- **Staffing & Oversight:** Recruit, hire, and supervise the coaching staff, ensuring all coaches undergo proper background checks and receive ongoing spiritual and professional guidance.
- **Operations & Finance:** Oversee athletic budgets, uniform inventory/distribution, and the collection of athletic fees via FACTS SIS.
- **Event Management:** Coordinate home game operations, including scoreboard operators, gate admissions, and concession stand supplies.
- **Special Programs:** Plan and execute signature events such as Homecoming and the annual Athletic Banquet, including the selection and ordering of student awards.

Requirements:

- **Bachelor's degree** in Physical Education, Athletic Administration, or a related field.

- **Strong organizational and multitasking skills**, with the ability to manage instructional duties alongside administrative deadlines.
- **Excellent communication skills** for interacting with students, parents, coaches, and conference officials.
- **Physical stamina and agility** to actively demonstrate skills and lead physical activities in both indoor and outdoor settings.
- **A personal commitment to Jesus Christ**, active involvement in a local evangelical church, and complete agreement with the CCA Statement of Faith.
- **Ability to model Christ-like leadership**, encouraging student-athletes to grow spiritually, academically, and athletically.

WORKING CONDITIONS AND PHYSICAL DEMANDS: This position operates in a fast-paced environment, including classrooms, gymnasiums, and outdoor athletic fields. The role requires the ability to stand/walk for extended periods and exposure to varying weather conditions. Evening and weekend commitments are required for games and athletic events.

To apply, please submit your resume and cover letter to asmith@chestertownchristian.org