

PE Teacher/Instructor
Duke Kunshan University
Job Description

Position Overview:

The PE Teacher/Instructor will teach 2-3 PE classes, coach 1 Varsity team, and perform other duties as part of the Student Affairs Athletics Office. Currently DKU plans to offer basketball, badminton, volleyball, table tennis, tennis, swimming, soccer (football), softball, running, martial arts (various), Tai Chi and various fitness and wellness classes on rolling basis.

Reports to:

Athletics Director

Essential Duties:

- Provides leadership and direct supervision to sports classes.
- Plans and implements lecture plan according to approved curriculum syllabi.
- Keeps track of student attendance.
- Organizes class evaluation/examination procedures.
- Promotes a positive and engaging environment for students to actively participate in a sport.
- Provides administrative and logistical assistance to the Athletic Director in management of Physical Education program, Varsity sports, and other wellness initiatives.
- Travels and attends sport competitions by accompanying the team.
- Assist Athletic Director in creating new and innovating PE classes.
- Other responsibilities that will evolve with the growth of the Department.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Diploma in Physical Education.
- Fluency in English.
- Previous coaching experience or at least strong collegiate level playing background.
- Previous working experience in teaching of adults.
- Energetic, responsible and understands punctuality.

- Strong communication and teaching skills.
- Strong organizational skills.

Additional Preferred Qualifications:

- Fluency in Chinese.
- Experience writing lesson plans.
- First Aid and CPR Certification preferred.
- Certifications in fitness related activities.
- Previous experience in working for the university athletics program.