

**PE Teacher/Instructor**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The PE Teacher/Instructor in this position has to be able to teach 2-3 different PE classes, have a specialty sport to coach 1 Varsity team, organize and lead sport events, and perform other duties as part of the Student Affairs Athletics Office. Teachers/Instructors with strong background in fitness and wellness, basketball, badminton, volleyball, tennis, running, martial arts (various), and various fitness and wellness classes are strongly encouraged to apply. Please highlight practical teaching experience in specific activities as detailed as possible in your CV/resume.

**Reports to:**

Athletics Director

**Essential Duties:**

- Provides leadership and direct supervision of PE classes.
- Plans and implements lecture plan according to approved curriculum syllabi.
- 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.
- Plans and organizes various sport events and activities for student participation.
- Other responsibilities that will evolve with the growth of the Department.
- Perform other duties as assigned.
- 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 working experience in teaching students at the collegiate level.
- Previous coaching experience or at least strong collegiate level playing background.
- Energetic, responsible and understands punctuality.
- Strong communication and teaching skills.
- Strong organizational skills.

**Additional Preferred Qualifications:**

- Certifications by NSCA, ACSM, ACE or similar are highly recommended.
- Experience in fitness and group related activities.
- Fluency in Chinese.
- Experience writing lesson plans.
- Previous experience in working for the university athletics program.