



**Position:** Physical Education Instructor  
**Location:** Stanford University  
**Division:** Health and Human Performance  
**Department:** School of Medicine

**Reports to:** Associate Director for Health and Human Performance

The Division of Health and Human Performance at Stanford University is accepting applications for Instructors to teach an array of lifetime Physical Education courses (fitness, aquatics, yoga, Pilates, golf, racquet sports, sailing, rock climbing, etc.).

## **Job Responsibilities:**

### **A) Instruction**

- Responsible for teaching undergraduate Physical Education courses, as well as, selecting and compiling tests, assignments and /or other exercises that permit measurement of performance relative to the course learning objectives.
- Responsible for reviewing any curricular changes with the program administrator and other instructors teaching the course.
- Demonstrates and explains basic skills and knowledge of life-long physical activities, as well as the skill-related and health-related fitness components; monitors participants for proper positioning and activity intensity; provides basic information about nutrition, stretching, goal setting and other wellness topics.
- Provides individualized and small group instruction in order to adapt the course to the needs of each student/participant; Evaluates student/participant growth in physical skills and knowledge.
- Provides appropriate safety instruction and makes safety checks on equipment and field areas to ensure the overall safety of student/participants; Responds to emergency situations appropriately.
- Expected to administer evaluations of student performance based on course deliverables and course rubrics. All course grades will be posted via Axess in a timely manner.
- Responsible for submitting grades for any assignments, discussion board exercises, exams and course completion.
- Maintains appropriate professional credentials.
- Participate in quarterly faculty summits as well as professional development workshops.
- Performs administrative duties such as: updating syllabi, recording accident / incident reports, uploading course materials to Canvas, customizing course evaluations in AXESS, grading, etc.
- Performs other relevant duties assigned by the supervisor.

### **B) Equipment Care & Maintenance**

- Sets up and takes down/stores equipment appropriately; after each class, ensures the room is clean and ready for the next class to begin.
- Instructors are responsible for updating supervisor as equipment needs change due to activity planning and/or wear and use.
- Removes all damaged and/or defective equipment immediately and notifies supervisor.

**Minimum Qualifications:**

- Bachelor's degree in Exercise Physiology, Exercise Science, Health and Human Performance, Physical Education, Health Education or a related field.
- Certification from a professional health and/or fitness organization (ACSM, NSCA, NASM)
- Current First Aid/CPR certification
- At least two to three years of teaching experience in fitness, sports, or dance instruction  
Well-organized and prepared to teach classes
- Excellent written and oral communication skills
- Personal, outgoing and motivating personality
- Creative, flexible and adaptable in a changing teaching environment (class activity and location may change due to special events and other schedule changes)

**Preferred Requirements:**

- Master's degree in Exercise Physiology, Exercise Science, Health and Human Performance, Physical Education, Health Education or a related field.

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