

# Diocese of Nashville

<https://dioceseofnashville.com/job/assistant-athletic-director-middle-school-pe-teacher/>

## Assistant Athletic Director / Middle School PE Teacher

**Hiring organization**  
St. Matthew School

### Description

**Job Location**  
Franklin, TN

#### The Assistant Athletic Director Responsibility:

- Coordinates and supervises on campus practices and games.
- Serves as the gym/field administrator for games on campus.
- Assists with maintaining and organizing equipment, uniforms, sports supplies, etc.
- Assists with field and gym maintenance.
- Collaborates with coaches and manages practice, clinic and game schedules.
- Actively supports SMS athletes and coaches and fosters a fun yet competitive environment.
- Works with the Athletic Booster Club and Athletic Director to promote and support the culture of SMS Athletics.
- Regularly attends Harpeth Valley Athletic Conference and Diocesan Athletic Conference AD Meetings with the AD.
- Assists with the hiring of coaches and personnel for the Athletic Department.
- Ensures that records and forms are up to date for coaches and athletes.
- Assists with major athletic events – Athletic Booster Club Fundraisers, Pep Rallies, Field Day, Clinics, and Athletic Banquet.
- Engages with athletes and families to strengthen the bond between the community and the Athletic Department.

**Date posted**  
May 20, 2025

**Valid through**  
31.08.2025

Interested candidates should submit a cover letter, resume, and application at [CHURCH OF ST MATTHEW – Assistant Athletic Director / Middle School PE Teacher](#)

#### Middle School PE Teacher Responsibility:

- Plans for the most efficient utilization and care of equipment and facilities.
- Instills in all students the desire and need for physical activity and the confidence in his/her ability to perform comfortably.
- Provides safety instruction in every activity taught and requires students to take responsibility for decision making and makes safety checks on equipment and field areas to insure the overall safety of students.
- Meets and instructs assigned classes in the locations and at the times.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Provides students in all middle school grades a sequential, comprehensive, instructional program of physical education, including, but not confined to: physical fitness, basic movement skills, ball handling, problem solving, rhythms, tumbling, games using no equipment, station activities, apparatus and self-testing activities, and lead-up games for more organized activities.
- Administers fitness tests to students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned and shows written evidence of lesson plans.
- Establishes clear outcomes for all lessons, class work, and The outcomes are communicated to students.

### Requirements

- Strong knowledge of physical fitness and sports.

- Ability to lift 30 pounds.
- Ability to motivate and engage students of all abilities and skill levels.
- Understanding of child safety and development.
- Must be available weekends and late afternoon/evening as needed per sport season.
- Bachelor's degree.

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