POSITION DESCRIPTION

POSITION: Manager, Educational Content and Programs
DEPARTMENT: Advocacy, Knowledge & Practice
CLASSIFICATION: Full-time, salary of $50,000 - $56,000

ABOUT SHAPE AMERICA:
SHAPE America — Society of Health and Physical Educators serves as the voice for 200,000+ health and physical education professionals across the United States. The organization’s extensive community includes a diverse membership of health and physical educators, as well as advocates, supporters, and 50 state affiliate organizations.

Since its founding in 1885, the organization has defined excellence in physical education. For decades, SHAPE America’s National Standards for K-12 Physical Education have served as the foundation for well-designed physical education programs across the country. Additionally, the organization helped develop and owns the National Health Education Standards.

SHAPE America provides programs, resources and advocacy that support an inclusive, active, kinder, and healthier school culture, and champions health and physical educators at every level, from preschool to university graduate programs.

SUMMARY:
Serves as an internal subject matter expert to assist in the management, development, and implementation of programs, resources, and services related to school-based health education, physical education, and physical activity.

SUPERVISION:
Reports to Director, Educational Content and Programs.

NATURE AND SCOPE OF WORK:
1. Serves as a content expert for health education, physical education, and physical activity for SHAPE America. Supports the adoption and implementation of the National Standards for PK-12 Physical Education and the National Standards for Health Education in states and schools across the country.

2. Serves as a liaison with subject matter experts in the field, relevant volunteer committees, and SHAPE America’s partners to facilitate the development of equitable educational programs, products, and resources.

3. Manages programs and services related to important issues in the fields of school-based health, physical education, and physical activity. Identifies areas of need within the field through an equity, diversity, and inclusion (EDI) lens and proposes new activities, programs, professional learning opportunities, and resources including evaluating potential budget needs and implementation strategies.

4. Develops and maintains strong relationships with leaders in the health education and physical education field to ensure SHAPE America content & resource development is responsive to the needs of the field.
5. Develops standards-based instructional resources (to include activities, lessons, lesson plans, activity calendars, etc.) and guidance documents that are grounded in EDI practices and principles for PK-12 health education and physical education teachers. Contributes to and reviews educational content for SHAPE America developed professional learning opportunities as a content expert.

6. Proactively develops and nurtures relationships with state and school district leaders to drive and increase sales of SHAPE America professional development opportunities and other standards-based products.

7. Reviews and contributes to manuscripts of SHAPE America books and publications to ensure alignment with national standards, EDI, and organizational priorities.

8. Collaborates with other departments to develop and implement marketing and promotion of products, resources, and services. Builds and maintains relationships with other SHAPE America staff to communicate resource needs for the field.

9. Represents SHAPE America as a subject matter expert at external meetings, as needed.

10. Manages the Specialized Professional Association (SPA) review process for the Council for the Accreditation of Educator Preparation (CAEP). Develops professional development opportunities and manages volunteer groups related to the SPA review process for CAEP.

11. Assists the Director of Educational Content and Programs with the management of SHAPE America’s flagship Teacher of the Year program with periodic reviews of rubrics, eligibility requirements and processes to ensure equitable and fair practices as needed.

12. Maintains all appropriate files (print and electronic) including standard operating procedures, minutes, and pertinent correspondence and documents.

OTHER DUTIES:
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

QUALIFICATIONS:
Bachelor's degree in related field and/or five to ten years health education, school health equity, and physical education experience. Master’s degree preferred. Strong project management, time management, interpersonal communications (oral and written), and public-speaking skills required. Proficiency in Microsoft Office required. Familiarity and strong degree of comfort with a variety of virtual communication platforms.

LOCATION:
SHAPE America is a fully remote organization. Occasional travel is required for meetings, presentations, meetings, conferences, and the SHAPE America National Convention & Expo.

SCHEDULE:
Monday-Friday, 37.5 hours per week

SHAPE America is wholly dedicated to recruiting, developing, and retaining a diverse group of talented people. We are committed to providing equal opportunities to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, or other protected criteria, in accordance with applicable law.