



Athletics and Physical Education Job Family: **Instructor PE/Recreation Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. **A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.**

GENERIC JOB PROFILE SUMMARIES

Instructor PE/Recreation INDIVIDUAL CONTRIBUTOR	MGR PE/Recreation I MANAGEMENT	MGR PE/Recreation II MANAGEMENT	DIR PE/Recreation MANAGEMENT
Develop course lesson plans; teach and modify instructional methods and strategies to meet participant needs; may conduct personalized sessions, group fitness classes and lectures.	Design, implement, and oversee course curriculum; conduct group fitness classes, lectures and demonstrations and personalized sessions. May provide recommendations for course evaluation procedures and individual exercise or behavior change prescriptions.	Design, implement, and evaluate courses; assess needs; oversee and conduct individual sessions, which include behavioral change prescriptions. Assist in development of department wide strategic initiatives/planning.	Develop strategic planning for Physical Education/Recreation, implement initiatives including curriculum development; assess and monitor trends for program enhancement.
Maintain and report attendance and grading records.	May manage student course enrollment: rosters, attendance records, grades and course evaluations; determine course schedule and location.	May manage student course enrollment: rosters, attendance records, grades, and course evaluations; determine course schedule and location.	Develop, oversee and evaluate Physical Education course curriculum in accordance with academic policy, University, NY State, and Federal Laws related to student records.
May hire and supervise students and temporary workers and teach CPR.	Hire, train, supervise and monitor staff. Teach CPR and certify staff.	Provide leadership/direction for operations and programming staff; hire, train, supervise, evaluate, and ongoing development of student and professional staff.	Direct and hire staff for Physical Education/Recreation and Cornell Outdoor Education; oversee and ensure staff training and certification are up-to-date.
Plan and coordinate group fitness schedules and fitness instructors; conduct on-the-job training and ensure certifications are up-to-date.	Oversee and arrange multiple programs and/or facilities operation and schedules, ongoing evaluation, and delivery of programs and services. Manage fitness instructors; conduct on-the-job training and ensure certifications are up-to-date.	Manage facility programming and all aspects of staff management as well as ongoing evaluation and delivery of programs and services.	Direct and oversee Physical Education/Recreation and Cornell Outdoor Education facility programming, facility operations, staff management as well as ongoing evaluation and delivery of programs and services.

Instructor PE/Recreation INDIVIDUAL CONTRIBUTOR	MGR PE/Recreation I MANAGEMENT	MGR PE/Recreation II MANAGEMENT	DIR PE/Recreation MANAGEMENT
Responsible for the day-to-day operations of program and facility usage; instruct on usage of fitness equipment, schedule maintenance, maintain equipment inventory and assist/recommend purchases.	Manage related facilities, equipment, inventory and supplies and manage equipment inventory and assist/recommend equipment purchases	Initiate, oversee and recommend facility operation upgrades for long-range goals/priorities within program area.	Determine and prioritize facility operation upgrades in alignment with long-range goals/priorities; negotiate with vendors.
Responsible for safety logistics and training; ensure compliance with NYS regulations in partnership with EAP, EHS, and Risk Management.	Oversee, safety logistics and training including policy and procedures; ensure compliance with NYS regulations in partnership with EAP, EHS, and Risk Management.	Implement and create safety logistics and training; ensure compliance with NYS regulations in partnership with EAP, EHS, and Risk Management.	Develop safety protocols and training; ensure internal and external stakeholders comply with NYS regulations and safety protocols.
Assist with marketing, promotions, and program evaluation.	Develop and implement marketing and promotional publications and special events; evaluate and recommend enhancements for future events.	Assess promotional publications; based on evaluations plan future and ongoing promotions and events.	Develop, implement and promote ongoing publications.
Assist with creation of program area events.	Create and manage highly visible, multi-faceted events.	Create and manage highly visible, multi-faceted events.	Lead and direct programs on and off campus
Assist with program strategic plan and implement outreach programs based upon environmental research and participant needs.	Recommend program strategic plan and implement outreach programs based upon environmental research and participant needs.	Prepare annual reports for assigned program area, determine program strategic plan, and implement outreach programs based upon environmental research and participant needs.	Develop programmatic strategic plans and reports for Senior leadership; assist in University Athletics strategic initiatives, and planning.
	Responsible for budget and financial management of specific facility/program and course expenditures; ensure budget forecasts are met.	Develop, manage, and monitor complex department operating budgets and related gift funds; ensure budget forecasts are met.	Develop and monitor large and highly complex operating budgets for short and long term planning, including setting rates and costs for PE/Recreation courses, memberships, and renovations.
	Develop and maintain relationships with University departments and all internal and external constituencies as needed.	Develop and cultivate relationships with alumni and friends, serve as liaison to University departments and all internal and external constituencies as needed.	Serve as senior-level staff to the Director of Athletics; represent physical education, recreation, and COE; serve on various University committees.
			Develop and cultivate relationships with external (Alumni, Ivy League and professional organizations) and Internal (College/Units, Registrars and Student Advisors) constituencies.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10488 INSTRUCTOR PE/RECREATION, BAND E	10618 MGR PE/RECREATION I, BAND F	10619 MGR PE/RECREATION II, BAND G	11788 DIR PE/RECREATION, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Trade/technical/vocational school degree and 2 to 4 years relevant experience or equivalent combination	Bachelors' degree and 2 to 4 years relevant experience or equivalent combination	Bachelors' degree and 5 to 7 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination
IMPACT	Limited impact	Moderate impact	Moderate impact	Substantial impact
CONTACTS - INSIDE	Receive instruction Provide information to immediate associates and supervisor	Assists others Cooperation of task completion	Provide guidance Coordinate activities	Coordinate major activities Persuade others to take particular course of action
CONTACTS - OUTSIDE	Provide information that exists within pre-established documents and or programs	Provide information that exists within pre-established documents and or programs	Provide and/or receive guidance, advice or information that must be analyzed and developed by the position	Provide and/or receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Occasional contact dealing with highly sensitive matters	Occasional contact dealing with confidential matters	Occasional contact dealing with highly sensitive matters	Frequent contact dealing with highly sensitive matters

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SUPERVISION	Responsible for providing guidance, counsel and information to employees throughout the University in specific support areas	Responsible for providing day-to-day supervisory direction to employees within the department	Responsible for providing day-to-day supervisory direction to employees within the department	Provide supervisory direction to other supervisors
COMPLEXITY	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment	Occasionally required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for making decisions concerning policy-setting, research, planning, or students
FREEDOM OF ACTION	Directly affect multiple functional areas Limited effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees	Directly affect multiple functional areas Significant effect on students and employees	Directly affect several departments/ colleges Significant effect on students and employees
EFFECT OF DECISION MAKING	General supervision Interpretation of established work policies and procedures is required	General supervision Interpretation of established work policies and procedures is required	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice
WORKING CONDITIONS	Normal working conditions, including no or limited exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required