

Job Title: Campus PE Teacher / ALL School Athletic/Activities Director

Reports To: Principal (MC)

Qualification:

- Minimum of a Bachelor's Degree and certification in Physical Education
- IT skill (Microsoft system and Google proficient)
- Experience in working with school aged children
- Demonstrated record of successful school leadership experience
- First Aid and CPR training

Overall Role:

The All school Athletic Director will serve both campuses in leading, managing and promoting the APIS interscholastic program, including but not limited to: logistical coordination of athletic facilities, schedules officials, coaches, transportation, equipment maintenance and trainers. This position is also represented on the building leadership team.

Main Responsibilities :

Organization

- Appoint, supervise and evaluate coaching staff and athletic support staff
- implementation of cohesive professional development for all coaches (to include the edition and implementation of a coaches guide)
- Design risk assessment protocols to ensure the safety and well being of student athletes and coaches
- Assume responsibility for the organization and scheduling of all extracurricular athletics, including those that affect our youngest students at the Primary Campus.
- Works collaboratively with the Primary Campus Admin. to organize CMAC participation
- Arrange for officials, nursing staff and security as required.
- Ensure ample supervision for home field events
- Fosters and builds upon established relations to provide a range of engaging and relevant sport, movement and well being opportunities for APIS students
- Represents APIS at all CMAC and CMCIS events
- Stay informed of all CMAC rules and regulations
- Organize the PE TA's schedule and duties

Program

- foster regular communication with all internal and external stakeholders
- promote school and community relations by keeping the community aware of all athletic activities
- Proactively be Involved in the PYP Exhibition and MYP Personal Project and DP CAS.
- Responsible for all local and international games, tournaments and exchanges
- Arrange for non school use of playing fields and facilities and to arrange field and gym practice schedules
- Assure the physical and academic requirements eligibility for participation in each sport and verify each athlete's eligibility
- Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities
- Keep records of the results of all elementary, middle and high school athletic contests and maintain a record file of all award winners, stating the date and type of award.
- Foster a culture of sport by organizing intramural activities as the various school levels.

Individual students:

- Contribute in creating an efficient, productive and caring atmosphere where all students and staff have opportunities to be recognized for their best efforts
- Investigate, follow up and suggest action on disciplinary infractions for students who are in violation of rules during the season and during tournament play.
- Develop a comprehensive and inclusive intramural program.

Other:

- Daily supervision during breaks
- Attendance at school events as requested by administration
- Other tasks as assigned

Personal Qualities:

- Ethical
- Professional (dress, language use, connections with medical community)
- Nurturing and friendly
- Proactive
- Organized
- Problem Solver
- Flexible

Working Hours:

- (MC) 8:00 AM – 4:30 PM, on game days, will stay until the event is complete

A Satisfactory Police Clearance Check and Medical Clearance Check is required as part of our hiring practice