

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: Assistant Director of Activities and Athletics

SCALE: Teacher Salary Scale

POSITION SUMMARY:

The Assistant Director of Activities and Athletics assists the Director of Activities and Athletics in all aspects of running the Activities Office, with focus on middle school and high school sports and activities. Additionally, the Assistant Director of Activities is responsible for representing the School to parents and students in their contact with SAS.

SUPERVISED, EVALUATED AND REPORTS TO:

Director of Activities and Athletics

QUALIFICATIONS

- Minimum Bachelor Degree
- 3-4 years of experience in an administrative role
- Certification from the NIAAA
- Fluent in English
- Excellent computer skills (MS Office)
- Excellent interpersonal and communications skills
- Professional, self-motivated with the ability to organize, prioritize and multi-task
- Extremely detail oriented

PERFORMANCE RESPONSIBILITIES:

- Support K-12 activities initiatives in alignment to SAS's mission and values
- Represent SAS at conference meetings
- Assist the Director of Activities with the Activities Handbook Review
- Serve as a site director/Admin in charge during assigned home games, events, and post-season contests
- Assist in organizing event promotions to drive student attendance and participation
- Oversee the coordination of equipment and uniform handout and inventory
- Oversee the management of game logistics (scheduling game workers and officials, game day needs, transportation)
- Ensure the tracking of historical records and award winners
- Coordinate tryout schedules and communicate to student and families
- Manage coach professional development courses and tracking for certification
- Assist with the maintenance of all athletic facilities in conjunction with maintenance personnel. Inspect and recommend replacement and/or additions to ensure adequate facilities and equipment

- Travel with teams as chaperone or admin in charge as needed
- Coordinate the ASA bus schedules in conjunction with the transportation department
- Plan, prepare and execute schedules for all MS and HS school practices and games
- Produce content and share pertinent information to stakeholders
- Expand and facilitate the growth of MS ASA offerings
- Participate and assist in the planning and execution of special events recognition assemblies, parent coffees, coaches meetings, etc.
- Hire, train, supervise and evaluate MS and HS coaches and advisors
- Manage the master facility calendar to ensure equitable usage for each division and identify useable space for outside vendors
- Facilitate the selection, onboarding and coordination of outside vendors
- Participate in activities department meetings
- Perform other duties as assigned

SAS BELIEVES:

- That each Employee makes a significant contribution to our success
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualification and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the School, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Protection at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.

- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.