

# SHANGHAI AMERICAN SCHOOL

## SHANGHAI AMERICAN SCHOOL HEAD OF AQUATICS

Shanghai American School is seeking a Head of Aquatics for its Puxi campus located on the western side of Shanghai as well as for its Pudong campus located along the Yangtze River Delta on the east side of the city. This is a rare opportunity to provide leadership for a well-established and well-respected Aquatics program, including both curricular and extra-curricular programs.

Shanghai American School is an American non-profit PreK-12 educational institution serving the English-speaking expatriate community of Shanghai, China. We are accredited by the Western Association of Schools and Colleges in the U.S and offer both the full AP and IB programs. We currently enroll about 1,750 students on our Puxi campus and an additional 1,050 students on our Pudong campus. We offer an educational program on par with the leading private schools in the United States with 100% of our graduates attending university, many at universities considered among the most prestigious in the world. We are widely considered to be among the premier international schools for students and faculty in Asia due to our outstanding academic program, facilities, and compensation package that places us at or near the top of K-12 schools worldwide...not to mention that Shanghai itself is an incredible city.

If this position seems like a potential fit and you are interested in learning more about SAS, you might want to check out these sites:

Inside SAS Videos:

[https://www.youtube.com/watch?v=8jh-\\_F6qf0c](https://www.youtube.com/watch?v=8jh-_F6qf0c)  
<https://www.youtube.com/watch?v=VvzclLaCssEg>

Activities and Arts at SAS Videos:

<https://www.youtube.com/watch?v=xd8K-CDOhRE>  
<https://www.youtube.com/watch?v=ZFXqgu5n9nE>

About SAS:

<https://www.saschina.org/our-story/overview>

SAS Employment Website:

<https://www.saschina.org/careers/overview>

Teaching at SAS Video:

<https://www.youtube.com/watch?v=Z6-m7XQuSd0>

While SAS embraces diversity and is actively seeking to further diversify our faculty, the Chinese government will only issue a Work Permit and Visa to those who hold a passport or university degree from the US, Canada, UK, Australia, or New Zealand with exceptions for language teachers or those already teaching in China. Additionally, candidates must be 59yrs old or younger as of August 2023 (and if you will be over 55, you must have at least 10 years of teaching experience in a K-12 setting). Please do not apply if you do not meet these Chinese government qualifications.

Please see the job description on page 2 for further details on the qualifications and responsibilities for these two important roles.

Interested and highly qualified candidates are invited to apply via APLi:

<https://applyinternational.com/public/schools/123549/vacancies>

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## SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

**TITLE:** HEAD OF AQUATICS (PK–12)  
**SCALE:** Teacher Salary Scale + Stipend  
**CONTRACT DAYS:** up to 191 days

### POSITION SUMMARY

The Head of Aquatics is responsible for all aspects of the Aquatics program and is a swim instructor, coach, program coordinator and pool manager.

### SUPERVISED, EVALUATED BY AND REPORTS TO:

Director of Athletics and Activities and Educational Programs (for curriculum).

### OVERVIEW OF RESPONSIBILITIES

- 0.3 teaching
- Flexible work hours (all curricular hours must be met)
- Weekends and event/meets (as approved by the direct supervisor)
- After School Coaching: 3 of 4 seasons, with the role of Head Coach once per division, as approved by the direct supervisor

### QUALIFICATIONS

- Valid Physical Education degree and teaching certification
- Must be certified as a Water Safety Instructor or equivalent
- Must have previous experience in a management or supervisory position at a similar aquatic center
- Must have current certification in standard first aid or equivalent
- Must have current certification in American Red Cross, C.P.R. or equivalent
- Must have lifeguard certification
- Strong team player who has excellent interpersonal, management, and leadership skills

### Responsibilities will include:

- Planning and overseeing the School's aquatics programs and services, including curricular and extra-curricular programs
- Ensuring the quality and related safety of the programs (before, during, and after school)
- Acting as the lead SAS Swim Instructor by administering, supervising and promoting the SAS swimming program, as well as training staff in swimming instruction
- Supervising the day-to-day operations of the pool facility, staff, supplies and equipment
- Actively collaborating with the PE department and with the Head of Aquatics on the other SAS campus

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## PARTIAL LISTING OF DUTIES AND RESPONSIBILITIES

### *Aquatics Curriculum and Instructional Practices*

- Coordinate the development, implementation and evaluation of a SAS K-12 curricular swimming program in conjunction with the Physical Education department and Educational Programs
- Create the curricular swimming schedule, in cooperation with the K-12 Physical Education Department
- Develop cross campus professional development opportunities for aquatics teachers
- Model Instructional techniques for other swim instructors
- Reflect and develop instructional practices with the swim instructors
- Take responsibility for teaching lifeguarding, instructor courses and first aid to faculty
- Teach aquatics classes within the PE curriculum

### *Facility Management*

- Take responsibility for the scheduling, promotion, and safety of all aquatic programs and services.
- Take responsibility for writing and/or revising policies and procedures that relate to the Aquatics Center and the swimming program (emergency procedures and drills, safety related policies)
- Observe and enforce all rules and regulations of the facility
- Take responsibility for the supervision of day-to-day operations of the Aquatics Center including monitoring the maintenance, security and safety of the overall pool environment
- React and handle all emergency situations in the aquatics facility and play a role in the school wide Emergency action plan
- Manage all aspects of organizing and running swim meets and events
- Set and oversee safety standards for all events in the Aquatics Center

### *ASA and Non-curriculum Responsibilities*

- Represent SAS at Shanghai Swim League meetings along with Director of Athletics and Activities
- Manage all aspects of organizing and running events hosted in the aquatics facility
- Develop a strong ASA competitive swim program across all divisions
- Prepare practice plans with developmentally appropriate techniques for a competitive swim program
- Take responsibility for all aspects of the afterschool aquatics programming, including hiring of staff, evaluation of programs and staff, scheduling of practices and meets and growing the program
- Work in collaboration with the Director of Athletics and Activities to create a budget for the implementation of the ASA program

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- Take responsibility for the supervision of lifeguards and other staff working in the Aquatics Center.
- Be the supervisor in charge at all home events that are held in the aquatics center or delegate a capable replacement
- Take responsibility for the supervision of lifeguards and other staff working in the Aquatics Center

## *Other ongoing duties as assigned by supervisor*

### **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, qualifications 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.