



## Shanghai Singapore International School

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### **Job Title: Director of Sport & Activities (DSA)**

#### **Our School:**

Founded in 1996, the Shanghai Singapore International School aims to develop each student into a responsible global citizen, with a strong sense of character preparing them for success in any life or career path they may choose. Our philosophy, vision, and mission are to educate students in an environment that will not only equip them with a high level of content skills and information but also help them to learn the behaviors associated with the global citizenry and the concept of being humanitarians and caring individuals.

#### **Purpose:**

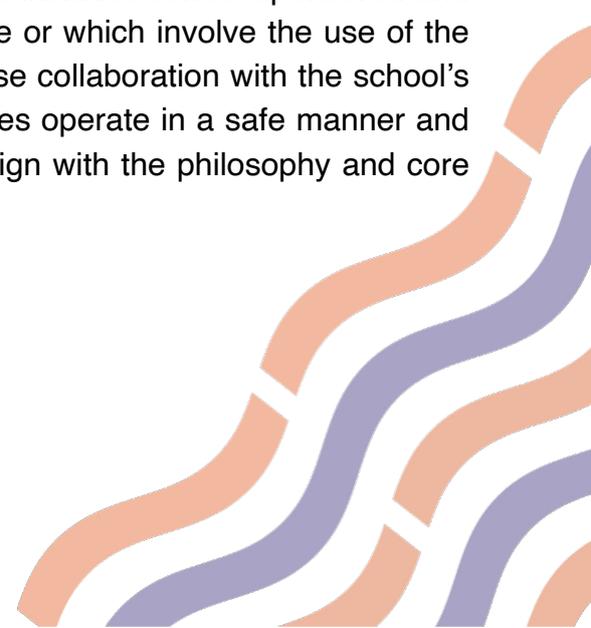
Provide overall leadership, supervision, and coordination of all athletics and activities in SSIS to provide students with meaningful learning experiences. The goals of SSIS's Sports and Activities programme are to optimize the opportunity for participation for our students and to promote a high level of skill development and performance participation. In conjunction with individual coaches/sponsors, and with the help of the individual programme coordinators, the DSA will establish and will communicate to students and parents clear and timely information for each activity consistent with the objectives, requirements, and expectations of the programme. The DSA will likewise be responsible for developing and maintaining the best possible relations with the SSIS community and general public, in line with our mission to offer a balanced and engaging learning environment enriched by being in China and strengthened by collaboration with parents and external partnerships.

#### **Reports to:**

Reporting to the Divisional Principals / HOS.

#### **Organizational relationships:**

The Director of Sports & Activities is responsible for the overall supervision, management, and direction of the Sports and Activities at SSIS. The programme includes school-sponsored and school-authorized activities in which SSIS students participate or which involve the use of the school's facilities and/or equipment. The DSA will work in close collaboration with the school's leadership team and faculty to ensure that Sports and Activities operate in a safe manner and provide students with worthwhile learning experiences that align with the philosophy and core values of SSIS.





## Key Accountabilities:

### 1. Leadership and Supervision

- a) Providing a vision for the department that is aligned with the school's vision
- b) Recruiting, supervising, and evaluating department and office personnel to the highest standards and in alignment with SSIS's mission and core values
- c) Delegating the day-to-day operation of the programme while maintaining effective overall supervision
- d) Hiring coaches, and evaluating the performance of individual coaches/sponsors as far as possible in collaboration with Principals
- e) Ensuring that coaches/coordinators uphold the rules, policies, and protocols of the SSIS Sports and Activities programme
- f) Providing auxiliary services that help faculty to fulfill their co-curricular responsibilities
- g) Helping to locate in-service opportunities to upgrade skills and expertise in their activity
- h) Providing guidelines and criteria to coaches/coordinators for written communications/descriptions of their programmes to students and their parents
- i) Working with the Principals to staff the programme with competent, qualified personnel
- j) Working with the leadership team to ensure policies, programmes, objectives, and goals are consistent with best practices locally and worldwide, and that they align with the school's mission, core values, and policies
- k) Working with the COO to ensure that support services and emergency response systems are maintained at the highest standards to maintain the health and safety of the children.
- l) Preparing, managing, and overseeing the annual Sports & Activities budget
- m) Developing bi-annual reports on: Numbers of students in the related programme, Budget responsibility, Qualitative Analysis, Staffing/Supervision
- n) Soliciting and maintaining programme sponsorship where appropriate

### 2. Development, coordination, and implementation of programmes and activities

- a) Responsible for the development, coordination, and implementation of collaborative programmes, activities, and competitions with local and overseas institutions as appropriate.
- b) Coordinating and organizing student travel and hosting
- c) Scheduling and booking of venues and facilities, resolving conflicts as they occur
- d) Arranging officials/referees/judges; mediating disagreements between coaches/sponsors and referees
- e) Leading in the scheduling and directing of tournaments and events
- f) Liaising with the COO for programme set-up needs and facility maintenance





- g) Collecting and maintaining participation records and data from coaches for each season
- h) Assisting coaches with the inventory of all uniforms and supplies, and arranging for team photos
- i) Planning and executing Sports/Activities-related events.
- j) Ordering materials and approving/supervising expenditures for each activity

### 3. Communications and Community Relations

- a) Representation of the school at conferences, networking events, and any other activities involving the participation of SSIS teams/groups
- b) Approving and monitoring the use of the campus by outside groups, in coordination with Facilities, Security, and the COO/HOS
- c) Overseeing communications with all constituencies ensuring that messages are timely, easy to understand, easily accessible, and supported by the appropriate levels of detail
- d) Responsible for developing and maintaining the Sports and Activities calendars, websites, blogs, webcasts, e-board announcements, etc.
- e) Liaising with the Communications department to coordinate photography, videography, and write-ups for articles highlighting and promoting the activities programme to both internal and external audiences
- f) Attending divisional faculty meetings and parent coffees as needed

### 4. Any other duties as assigned by the Principals/HOS

#### Qualifications and experience required:

- a) Demonstrated knowledge of current best practices in international pedagogy and innovation.
- b) Experience as a **Director of Sports & Activities (DSA)** in international schools.
- c) Excellent written and verbal communication skills.
- d) Relevant university credentials in an academic field. A leadership postgraduate degree is highly desirable.
- e) Work experience with other cultures and nationalities within an international education environment.
- f) Proven ability to bring about and support change.

