

Athletic Director Job Description

The American School of Dubai (ASD) is a college-preparatory, Pre-K through grade 12, independent, not for profit American curriculum school, offering what is best about American education to provide learning experiences designed to promote the maximum potential of its students.

Our Mission Statement

We challenge and inspire each student to achieve their dreams and to become a passionate learner prepared to adapt and contribute in a rapidly changing world.

Our Campus

ASD is located in a residential area within Dubai, the global business and cultural hub of the United Arab Emirates. The ASD campus is a 23 acre, million square foot, wireless, state-of-the-art facility. The campus includes spaces designed to promote phenomenal learning experiences, to include; 100 classrooms, two libraries, four science and four technology labs, five art studios, a number of multi-purpose rooms, a 670-seat performing arts theatre, a middle and high school black-box studios, purpose built band and choral classrooms with accompany practice rooms, middle and high school black-box studios, a student broadcasting studio, a multi-faceted, field house, indoor and outdoor running tracks, a climbing wall, two regulation soccer fields, additional playing fields and play areas, a dance studio, fitness center, two 25-meter swimming pools, six tennis courts and two cafeterias. ASD is known for its inviting and welcoming learning environment.

Position Summary

The American School of Dubai is seeking a dynamic and passionate educator for the role of Athletic Director. The Athletic Director will provide support in leadership, organization and management in order to successfully guide the Athletic programs with the goal of offering what is best about American Education and create learning experiences designed to promote the potential of each of our students. The successful candidate will embrace the school's mission and core values and will be a committed and passionate educator who will work to challenge and inspire each student to become intellectually adept, thoughtful and ethical contributors to a global community. The Athletic Director reports to the Associate Superintendent and High School Principal along with serving as a member of the Learning Leadership Team and on other committee and teams as assigned.

The primary areas of responsibility of the Athletic Director include:

Administrative Leadership:

- Support the school's development of and progress in the Strategic Plan
- Model the Mission and Core Values
- Assist ASD's administration in promoting the educational and social development of each student
- Appoint, Supervise and Evaluate coaching staff and athletic support staff
- Assume responsibility for the organization and scheduling of all extracurricular athletics
- Arrange for officials, team physician / nurse, and security as required, and assume general responsibility for proper supervision of home games
- Overseas the Aquatics Director to ensure that he/she provides leadership within the Aquatics Program
- Oversees the Associate Athletics Director to ensure that he/she provides leadership within the Middle School and Development Program
- Responsible for all local and international games, tournaments and exchanges
- Oversee transportation for all local & international travel for athletic students
- Organize and supervise hosting of visitors from out of the country, for athletics events
- Prepare and administer the athletic program budget and requisitions program supplies and equipment.
- Arrange for non school use of playing fields and facilities and to arrange field and gym practice schedules.
- Schedule and attend regular meetings as appropriate and as required
- Coordinate the organization and planning of various professional committees
- Perform other duties as assigned

Learning Leadership:

- Assure the physical and academic requirements of 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, including athletic scholarships.
- Plan and supervise three recognition programs for School athletes to culminate each season.
- Investigate, follow up, and suggest action on disciplinary infractions for students who are in violation of rules during the season and during tournament play.
- Model, challenge and assist our students to become intellectually adept, thoughtful and ethical contributors to a global society.
- Assist in implementing educational policies and objectives that offer what is best about American education in order to provide an educational experience designed to promote the maximum potential of each student.
- Contribute in creating an efficient, productive and caring atmosphere where all students and staff have opportunities to be recognized for their best efforts.
- Have a personal commitment to seek constant professional learning and professional growth; to also be a life-long learner.

Desired Personal Characteristics

- Student-centered decision-maker
- Understands and appreciates the importance of diversity
- Demonstrates cultural sensitivity
- Demonstrates integrity in all aspects of life
- Gives evidence of excellent listening skills
- Capable of making and communicating decisions
- Develops and sustains trust amongst all constituents
- Excellent verbal and written communication skills
- Excellent collaborator
- Sense of humor

Required Qualifications:

- Current certification in High School Education or equivalent
- Five years experience as a Teacher/Administrator, preferably at the High School level
- Demonstrated record of successful school leadership experience
- Excellent organization and management skills
- Experience working with Student Leadership groups.

Preferred Qualifications:

- North American certification
- Master's Degree (administration preferred)
- Prior experience in a related role
- Experience with a High School Advisory Program Model

Salary and Benefits:

Salary is highly competitive and will be dependent upon the qualifications and experience of the successful candidate. Benefits include housing, health insurance, life insurance, home leave, shipping-in and shipping-out allowances, retirement contributions and on-going professional development opportunities.

Interested candidates are encouraged to apply online through the ASD website: www.asdubai.org.

Application Deadline Date: 01 December 2016