



## JOB OPENING

**POSITION:** SW Athletics Coordinator/HS Physical Education Teacher  
**REPORTS TO:** Deputy Head of School and High School Principal  
**CONTRACT TERM:** 2 School Years (2022-2024)  
**JOB OPENING:** 19 November - 10 December 2021  
**External: we reserve the right to end the recruitment process once a suitable candidate is found**

### **PURPOSE**

The Athletics Coordinator is primarily responsible for developing and implementing the athletic programs in Grades 9 to 12, encompassing both competitive and non-competitive sports for all ability ranges, in a fashion consistent with the School's vision, mission, and values. Responsibility extends to the scheduling of the School's athletics facilities for both school-sponsored programs for Grade 9 to 12 and community youth and adult sports programs. The coordinator shall also establish and communicate to students and parents clear and timely information for each sport program, consistent with the objectives, requirements and expectations of the program. This position reports directly to the Deputy Head of School and High School (HS) Principal and works closely with the HS Co-curricular team and Student Life committee members. This person also collaborates and coordinates with the Middle School (MS) Athletics Coordinator, Elementary School Physical Education (PE) and After School Activities teams and other members of the schoolwide administrative teams. This role does include part-time teaching in the HS PE Department.

### **QUALIFICATIONS, EXPERIENCES, and ATTRIBUTES**

1. Minimum Bachelor's degree (Masters preferred)
2. Athletics-related credential
3. Minimum five years of experience in the subject area
4. International experience in a similar school setting preferred
5. Qualifications in and/or past experience in athletic administration or administrative leadership
6. Extensive knowledge of and experience with Grade 9 to 12 athletics programs
7. Outstanding interpersonal skills and cultural sensitivity, ability to clearly communicate both orally and in writing to a diverse group of cultures and in diverse settings
8. Scheduling experience
9. Demonstrated proficiency in required technology
10. Proven organizational skills
11. Excellent problem-solving, conflict resolution, and team-building skills
12. A Clear commitment to Child Safeguarding, safety, service learning, and environmental stewardship
13. Embracing the JIS dispositions of Resilience, Resourcefulness, Relating, and Reflecting



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### **DUTIES AND RESPONSIBILITIES**

1. Managing, planning, and implementing the sports program for Grades 9 to 12
2. Preparing and managing the annual budget for athletics activities, including purchase, inventory, replacement of any and all equipment, and supplies needed to conduct the 9 to 12 athletic programs
3. Arranging the facilities and officials scheduling of interscholastic athletics for the HS, including but not limited to IASAS and Jakarta Schools events
4. Arranging officials/referees/judges and mediating disagreements between coaches/sponsors and referees
5. Arranging coaching assignments and facility use for all HS athletic programs (and collaborating with MS)
6. Providing leadership and guidance to the coaching staff, including post-season evaluation
7. Developing school teams and building a strong sports culture in the high school and parent communities
8. Reporting to the Head of School about the sports program and levels of achievement
9. Providing leadership and setting standards of student progress with accepted international school benchmarking standard
10. Monitoring the compliance of student-athletes with all School rules and regulations
11. Supporting and collaborating with the HS and MS Activities Coordinators
12. Collaborating with the Facilities Office in providing for well-maintained fields and facilities for sport programs
13. Collaborating with the Health Officer and Risk Management Advisor in ensuring that support services and emergency response systems are maintained at the highest standards, to maintain the health and safety of the students
14. Coordinating activities with the Parent-Teacher Association (PTA) on a regular basis
15. Liaising with the Advancement Office to coordinate photography, videography, and write-ups for articles highlighting and promoting the athletics program to both internal and external audiences
16. Keeping the administration informed of policies, operations, and programs through the office of the HS Principal
17. Ensuring that each community group using the School's facilities has a representative with the authority and responsibility to make decisions regarding the activity
18. Ensuring that all groups using the facilities abide by the established JIS policies pertaining to facility use
19. Establishing and communicating to students and parents clear and timely information for each sport program, consistent with the objectives, requirements, and expectations of the program
20. Sending rosters/programs to the following as needed: faculty and counselors to identify students with academic problems, parents, etc.
21. Performing other related duties and assuming other responsibilities as assigned by the Deputy Head of School and the Head of Department



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### **TO APPLY**

Interested qualified candidate, please send your cover letter, resume and 3-5 list of professional references to the Human Resources Manager, Megumi Runturambi, at [application@jisedu.or.id](mailto:application@jisedu.or.id)