AISD is committed to the protection of all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

AISD Child Protection Policy

Elementary Student-Life Coordinator & PE Teacher

Position Summary: At AISD, some of a child's biggest moments happen outside the classroom: the first length of the pool, the first time pulling on a Tiger Sports shirt, the after-school CCA where something unexpected clicks. Those moments shouldn't be left to chance. They should be intentionally designed so that every child grows, belongs and thrives.

This role develops and promotes the Elementary activities program, strengthens activity leader practice, and builds accessible pathways that support student growth, belonging and wellbeing. The Coordinator and AISD's Elementary PE Novice Teacher work side by side as a small, purpose-built team. They share the teaching, share the program, and grow together. The Coordinator leads that team, leads the Elementary Co-Curricular Activities (CCA) and Tiger Sports programs, and supervises the leaders and coaches who bring them to life. The aim is a program where every Elementary child, from PreK to Grade 5, finds something to love, something to be challenged by, and somewhere to belong.

The core vision stays the same: a broad, balanced, safe and joyful program offering active, creative and educational options every day. We also expect the person in this role to evolve the program: to rethink structures, timings and models, and to bring fresh ideas.

Educational Qualifications:

- A Bachelor's degree and an appropriate teaching qualification/certification in Physical Education.

Experience desired:

- At least three years of PE teaching, preferably in an international school and an IB PYP setting.
- Experience organizing and leading co-curricular or sports programs, including recruiting, supervising and developing the adults who deliver them.
- Coaching experience with Elementary aged children.

Skills & Competencies:

- A strong understanding of physical literacy: how children develop the movement competence, confidence and motivation to stay active for life.
- A confident leader who gives a team vision and direction, sets clear expectations, and gives honest, growth-oriented feedback.
- Highly organized, with the ability to manage several programs, calendars, and budgets at once.
- An exceptional communicator with students, parents, colleagues, leaders, and external partners.
- A systems thinker who builds processes others can follow.
- Generous with expertise, and invested in other people's growth.
- Comfortable with change and keen to lead it.

Reports to and is evaluated by: Elementary Principal and Director of Activities and Athletics

Leads and supervises: The Elementary PE & Co-curricular team, and the people who run each program, including CCA Leaders, Co-leaders and Assistants, external providers, and Elementary Tiger Sports coaches. Supervising this team is a central part of the role.

Time allocation: About 40% PE teaching and about 60% CCA and Tiger Sports leadership, supervision, and development. Hours are flexible and shaped by the schedule, including after-school, Friday and Saturday commitments.

Employment Arrangements: Teacher Salary Schedule

MAJOR AREAS OF RESPONSIBILITY INCLUDE

Build the Elementary PE & Co-curricular Team

- Lead the team with AISD's Novice Elementary PE Teacher under the Novice Teacher Path. Meet regularly to plan, reflect and solve problems together, and support their planning, classroom management, instruction and parent communication.
- Share the work deliberately. As their confidence grows, give the novice teacher real ownership: their own classes, a CCA or Tiger Sports team, and a part of the program to lead.
- Model practice through co-teaching and open-door observation, so that learning flows both ways and fresh ideas are welcomed.
- Work alongside the Pedagogical Coach, who leads the coaching, and the Deputy Head of School, who coordinates the Novice Teacher Path.

Teach Physical Education as a Team (about 40%)

- Plan, teach, and assess PE within the AISD curriculum and the PYP framework, so that every child builds physical literacy: competence, confidence, and a lifelong love of movement.
- Share planning and delivery with the Novice PE Teacher. Design a flexible team-teaching model with co-teaching, rotating instructors by unit, groups split by need, and specialist-led units, with the Elementary Principal's approval.
- Use assessment for learning (pre-assessment, formative checks, and end-of-unit evidence) to group, challenge and support students, and to report their progress clearly to families.
- Make PE inclusive by adapting tasks, equipment, and roles so that every child can take part, succeed, and be stretched.
- Teach the personal and social side of PE, such as cooperation, resilience, fair play, and self-management, alongside skills and fitness.
- Lead and teach Elementary aquatics, with a focus on water confidence, swimming competence, and water safety, especially in the early years.
- Keep equipment safe, inventoried, and well maintained, and order resources within the budget.

Lead and Grow the ES CCA and Tiger Sports Programs

In conjunction with the Activities Office and your teaching partner:

- Design and run a balanced Elementary program that brings CCAs and Tiger Sports together, from PreK to Grade 5 and is part of a pathway to G6-12 programming.
- Survey student and family interest, and lead the quarterly CCA proposal process with faculty, staff, and external leaders.
- Promote the program through the CCA brochure, the Athletics & Activities website, the Tiger Tribune, and assemblies.
- Allocate space for CCAs, taking into consideration needs and programs across the school.
- Manage registration, attendance, and transportation systems, including the safe transfer of students to buses.
- Organize signature Elementary events such as Sports Day, the Swim Gala, and festivals, and shape the Elementary calendar.

- Manage the program budget, materials, and reimbursements, and give the Business Office accurate stipend information.
- Communicate student expectations clearly, developing a structure for reporting concerns from coaches, and following through in support of those expectations.
- Grow the early years offerings: age-appropriate movement, play, PreK CCAs, and aquatics, built with Early Years teachers.

Lead, Supervise and Develop Program Staff

- Lead, supervise, and support everyone who runs an Elementary CCA or Tiger Sports team, including leaders, coaches, assistants and external providers.
- Recruit and induct them, making sure all safety and child safeguarding expectations are met.
- Set clear expectations and procedures, hold regular leader meetings, visit activities, give feedback, and act quickly on concerns.

Professional Expectations

- Model AISD's values and act as a positive role model for students and colleagues.
- Promote and safeguard the welfare of every child at all times.
- Keep current in PE, coaching, and co-curricular leadership through professional learning and networks.
- Represent AISD professionally with other schools, clubs, and partners.
- Attend school meetings and in-service training, and carry out duties as timetabled.

This job description is intended as a guide to the principal responsibilities of the role and is not exhaustive. The post-holder may be required to undertake other reasonable duties as assigned by their immediate supervisor, in accordance with the organisation's evolving needs.

*Inspired? We certainly hope so. Our team is waiting to hear from you at **applyjob@aisdhaka.org**. Send us your one-page response to the above, along with your CV, all in one tidy PDF document.*

MISSION: AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners and contribute to a changing global society.

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