

TENTATIVE

Director of Activities & Athletics

Start Date: August 2024

Position Summary

The American School in Japan (ASIJ) is accepting applications for its Activities & Athletics Director (AD) position. We note this position is tentative, not definite. If the position becomes definite, the successful candidate will start in August 2024. Interested candidates are encouraged to submit applications by Aug 21, 2023.

ASIJ is seeking a dynamic, passionate educator to lead its co-curricular programs as its next Director of Activities & Athletics (AD). The AD will be responsible for overseeing and coordinating all activities and athletic programs across divisions at ASIJ. This position involves managing a wide range of co-curricular activities, sports teams, and events, while ensuring the safety and well-being of students and promoting a positive and inclusive environment. The AD will oversee program development, ensuring a range of programs for students that allow them to pursue their interests while developing Portrait of a Learner competencies that are central to what ASIJ means by Deep Learning. The AD will work closely with the school's Leadership Team, including its principals and head of school. The successful candidate will oversee and supervise coaches and sponsors, budget and manage financial resources, coordinate facilities use, and schedule, plan, and coordinate events. The AD will invest considerable hours outside the regular school day, including on Saturdays. They will be expected to remain on duty during any activities and athletics events that ASIJ hosts. The AD will model professional, respectful and ethical conduct aligned with ASIJ's core values and represent ASIJ in our partnerships with other schools and leagues.



The American School in Japan (ASIJ) was founded in 1902, which speaks not only to the school's stability and continuity, but also to our capacity to evolve over time. ASIJ's standing as a premiere international school in Tokyo and one of the leading international schools in the world has been grounded in our willingness to negotiate the opportunities, turmoil, and challenges of each generation over the last 120 years.

At ASIJ, we believe:

- a school should be a child-centered place where educators are idealistic about the potential of every student and tenacious in their care for each child;
- every student has the right to learn and that we are obliged to help each child develop their authentic voice;
- learning is a process that leads to change, where students should be engaged in supportive environments rich in engagement, social interaction, and feedback;
- our purpose is to inspire all students thrive and become their best selves in an increasingly complex, diverse, and rapidly changing world; and
- our students will learn to act upon the world as the result of developing transdisciplinary competencies that they apply to authentic, real-world problems.

What is ASIJ looking for in a leader?

ASIJ recruits experienced, student-centered leaders who possess values, dispositions, and skills that align with our strategic vision for the future. This includes, but is not limited to, a commitment to reflective practice, the drive to grow professionally and learn, and the desire to be part of something larger than oneself. We invite serious candidates to explore the following statements and linked documents to understand what ASIJ values and whether we might be the right fit for them:

- We believe the pace of change in education is accelerating. Powerful social, economic, scientific, and technological disruptions are changing the ways human beings find meaning and purpose, how they organize their societies, what they believe, and how they connect and communicate with one another. ASIJ intends to become more adaptable, flexible, and responsive to drivers influencing schools in the years ahead, otherwise we recognize we will fail the generation of students we serve.
- ASIJ seeks an Athletic Director with the vision, courage, and skills to advance our [Strategic Design Framework \(SDF\)](#) in the domain of activities and athletics. This one-page strategic plan depicts four interdependent drivers that are central to achieving our vision for the future.
- Students development of [Portrait of a Learner](#) competencies through activities and athletics is central to our SDF, Deep Learning, and the work of the Athletic Director.
- ASIJ is looking for an Athletic Director who understands and can creatively apply ASIJ's [Models of Teaching and Learning](#) to both student learning and the professional growth of coaches and supervisors.
- Toward that end, we invite candidates to study ASIJ's professional standards frameworks for both [TEACHERS](#) and [LEADERS](#). These frameworks are purpose-built to support our SDF. Each is nuanced, strategic, and contextualized to ASIJ.
- The ASIJ community is committed to advancing diversity, equity, and inclusion and challenging oppression, racism, and exclusion. ASIJ wishes to attract compassionate, ethical leaders who believe in the inherent value and dignity of each individual; commit to knowing, valuing, and caring for every student in their care; and actively advance [diversity, equity, and inclusion](#) in our community.



Background Information

ASIJ's Campus & Facilities

ASIJ's main 14.33 acre (5.8 hectare) campus offers the largest and most complete international school facility in Japan. The spacious campus features extensive open areas, landscaped grounds and is adjacent to Nogawa Park. Our academic facilities include flexible classroom spaces, three libraries, science labs and art studios as well as five design tech labs and a robotics lab in our Creative Arts Design building. The arts strand of our extensive co-curricular program is supported by facilities such as a 570-seat theater, black box theater, band and choir rooms, dance studio, strings room and video studio. Our Multi-Purpose Room is used for everything from karate and kendo to the elementary school musical. Our sports teams train in our extensive athletics facilities which include three gyms, a main athletic field with artificial turf and lighting, an additional artificial turf soccer field, six tennis courts with lighting, a wrestling room, a fitness center and weights room, a 25m indoor pool, and a covered outdoor basketball court.

Sports offered at ASIJ

Cross Country, Soccer, Swimming, Basketball, Badminton, Tennis, Volleyball, American Football, Softball (Fast-pitch), Baseball, Wrestling, Cheer, Field Hockey, Rugby, Flag Football, Kendo, Karate, and Track and Field

Fine Arts offered at ASIJ

Strings, Vocal Choir, Musicals (ES, MS, HS), Kyogen (Japanese Theater), One Acts, Jazz Workshop, Fall Play (HS), Pep Band, Jazz Band (MS), and Movie (HS/MS).

Activities offered at ASIJ

Dance Crew, Coding, Composers Club, VEX V5 & IQ Robotics, Lego for Love, Gymnastics, Sumo, Ballet, Taiko Drumming, Brain Bowl, Tea Ceremony, Second Harvest, Peer Helpers, Math Counts, Debate, Speech, Strength and Conditioning, ASIJTV, Model United Nations (MUN), iGem, Philosophy, Drama, Sustainability, NewsLetter, American Sign Language, After-school Recreation, Drama, Aikido, Math, Science, and Japanese Storytelling.



Leadership Duties & Responsibilities

The position requires considerable hours of work on campus outside the regular school day and at weekends.

Program Development

- Contribute to creating an efficient, productive, and caring atmosphere where all students and staff have opportunities to be recognized for their best efforts;
- Provide effective and positive leadership while delivering all of ASIJ K-12 co-curricular programs;
- Develop, plan, and implement a comprehensive activities and athletic program that aligns with ASIJ's mission;
- Collaborate with school administrators, teachers, coaches, and students to identify and prioritize program needs and opportunities for improvement; and
- Conduct research on trends, regulations, and best practices in activities and athletics to enhance programs.

Staff Supervision and Training

- Recruit, hire, train, and evaluate coaches, instructors, and support staff for activities and athletic programs;
- Employ excellent organizational and managerial skills to motivate and lead the co-curricular staff and coaches;
- Provide guidance and support to staff, including organizing professional development opportunities and fostering a collaborative and positive work environment; and
- Conduct regular meetings with staff to communicate program updates, expectations, and address any issues.
- Supervise and support Assistant Athletics and Activities Director, Aquatics Director, Theater Manager, Athletic Trainer, and Administrative Associate.

Budgeting and Resource Management

- Develop and manage the department budget, ensuring fiscal responsibility and efficient use of resources;
- Collaborate with CFO/COO and HOS to manage finances; and
- Maintain accurate records of expenses, revenues, and inventory related to activities and athletic programs.

Student Support and Development

- Foster a positive, inclusive environment to encourage participation and engagement in activities and athletics;
- Development of Portrait of a Learner competencies through activities and athletics;
- Provide guidance and support to students in their extracurricular pursuits, including academic eligibility requirements, college athletic opportunities, and character development; and
- Collaborate with academic advisors and counselors to ensure the balance between academic and extracurricular commitments for student-athletes; and
- Collaborate with Safeguarding Coordinator to ensure the health, safety, and wellbeing of all students.



Event Planning and Execution

- Provide logistic support required to support for all co-curricular events; including all ASIJ-hosted tournaments;
- Assist in preparing, executing, and managing the master schedule of co-curricular programs and events;
- Coordinate and oversee the scheduling and logistics of activities, games, tournaments, and other events;
- Prepare fields, gyms, equipment, tables, benches, score clocks, pool, mats, scorekeepers, student coaches, student assistants, etc., for practices/games/events;
- Organize, train, and supervise student support staff; recruit and hire student coaches, scorekeepers, program assistants, and tournament assistants;
- Collaborate with coaches, staff, and external stakeholders to ensure smooth event execution, including venue arrangements, transportation, and equipment needs; and
- Promote and publicize activities and athletic events to the school community and external audiences.

Collaboration & Communication

- Collaborate with Elementary School office on delivery of all ES after school activities;
- Collaborate with High School Dean of Student Life to support HS clubs and any HS student events;
- Assist with travel and logistics support for all co-curricular trips and events;
- Liaise with the Transportation Office on the coordination of buses and other transportation
- Maintain digital schedules on Google, Veracross, and Edsby platforms;
- Liaise with Booster Club, PTA, FOFA, and Advancement Office on large scheduled events and tournaments (Spirit Day, Winterfest, ASIJMUN, VEX etc);
- Coordinate officials/judges, nurses, and security for games and events, as needed

Compliance and Safety

- Ensure compliance with all relevant regulations, policies, and guidelines, including those related to student eligibility, health, and safety;
- Develop and enforce codes of conduct and behavior expectations for students, staff, and spectators during activities and athletic events; and
- Implement and maintain safety protocols and emergency procedures for practices, games, and other activities.
- Maintain and oversee ASIJ's lifeguarding certification partnership with Ellis & Associates.



Qualifications & Experience

1. **University degree (required)** — Minimum of BA or BS; MA or MS preferred.
2. **License & Certification (required)** — Applicants must have an active teaching license from a state, province, or governmental authority.
3. **Teaching experience (preferred)** — Applicants must have deep experience working in schools similar to ASIJ, likely as teachers or administrators
4. **Exceptional interpersonal skills (required)** — Applicants must have a minimum of 3 years of experience working in an activities and/or athletics department,
5. **Event Management (required)** — Applicants will have extensive experience managing events, including set-up, travel, and accommodation
6. **Extensive coaching and/or other co-curricular experience (preferred)** — Applicants will be expected to participate in our extensive co-curricular program as a coach, club sponsor, or supervisor for multiple seasons.
7. **Ellis & Associate International Lifeguard Certification (preferred)** — Certification is not required to apply, but it is an expectation. AD may be required to complete lifeguard Instructor Certification.
8. **American Heart Association or equivalent Cardiopulmonary resuscitation (CPR and First Aid (required)** — Certification must be current.

Salary & Benefits

Salary is highly competitive, placed on ASIJ's Admin II scale.

Benefits include housing, health insurance, life insurance, home leave, shipping allowance, and ongoing professional learning opportunities.

Application Process

Even while this position is tentative, ASIJ is accepting applications and we encourage strong candidates not to delay their submission of an application. We will screen candidates continuously and offer interviews, as appropriate. ASIJ reserves the right to make appointments when the right candidate has been identified.

In addition to the qualifications and experiences listed above, applicants must have active, confidential profiles with either [Search Associates](#) or [Schrole](#). Candidates without confidential profiles will not be seriously considered. ASIJ does not prefer one recruiting agency over the other. Applicants on both platforms will be asked to provide written answers to the same short set of screening questions.

To apply, please submit your application through APLI (the Search Associates platform) or Schrole Connect. Direct applications will not be considered.

ASIJ's policies provide for robust prevention and response protocols around safe hiring. Prior to employment, all faculty and staff are required to undergo a background check.