



JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Director of Athletics and Co-Curricular Activities	Reference: NOV2024CCA
Function/Department	Athletics and CCA	Location: Stamford
Manager Name & Title	Deputy Superintendent	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

Role Overview: The Director of Athletics and CCA is responsible for leading and elevating the SAIS sports and co-curricular programs, ensuring alignment with the school's vision for holistic student development. This role encompasses strategic leadership, program oversight, and relationship management to provide exceptional athletic and co-curricular experiences for students from Pre-K to Grade 12.

This role is ideal for a visionary leader eager to contribute to a world-class school environment that prioritizes student development, community spirit, and educational excellence.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact will be to adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Strategic Leadership & Program Development:

- Develop and execute the strategic vision for Athletics and CCA, promoting a culture of excellence, inclusivity, and sportsmanship.
- Collaborate with school leadership and PE departments to align sports and co-curricular activities with the school's educational objectives.
- Ensure efficient and effective administrative processes, leveraging technology and best practices for optimal operations.
- Oversee and expand the SAIS Lions Sports Program, coordinating participation in ACSIS, SEASAC, and other relevant competitions and events.

Program & Team Management:

- Lead and manage the Athletics and CCA teams, including coaching staff, CCA staff, and external partners, ensuring high-quality instruction and program delivery.
- Develop and maintain vendor partnerships and oversee compliance with school policies, risk assessments, and child protection standards.



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- Monitor and enhance the quality of vendor services and address performance issues proactively.

Budget & Resource Management:

- Plan, manage, and report on the Athletics and CCA program budgets, ensuring financial sustainability and efficiency.
- Oversee procurement, maintenance, and health and safety certification of equipment and facilities.

Event Coordination & External Relations:

- Serve as the primary liaison for inter-school events and partnerships, strengthening the school's reputation within SEASAC, ACSIS, and the broader community.
- Lead the planning and execution of major sports events and tournaments, ensuring seamless coordination with school departments and external stakeholders.
- Engage with admissions, marketing, and community relations to support school-wide initiatives and showcase athletic achievements.

Communication & Stakeholder Engagement:

- Manage and enhance all athletics-related communications, including maintaining the department's online presence and publications.
- Foster transparent and positive relationships with students, parents, and staff, and facilitate regular feedback to refine programs.
- Coordinate award ceremonies and special events, celebrating student achievements and promoting community involvement.

Continuous Improvement & Reporting:

- Regularly assess and report on program effectiveness, participation rates, and competition results.
- Implement data-driven strategies for program enhancements and future growth initiatives.

Qualifications & Attributes:

- Proven experience in leading comprehensive athletics and co-curricular programs, preferably in an international school setting.
- Strong leadership, communication, and organizational skills.
- A collaborative approach and the ability to build lasting relationships within the school community and beyond.
- Commitment to student well-being and the promotion of a positive, inclusive environment.

Position Requirements

Skills and Competencies:

- **Leadership Skills:** Demonstrated ability to lead, inspire, and manage diverse teams, including coaches, administrators, and vendors.
- **Program Management:** Experience in developing and overseeing comprehensive athletic and co-curricular programs, including event management, budget oversight, and resource allocation.



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- **Strategic Planning:** Proven capability in strategic program development, fostering growth, and aligning activities with school-wide goals.
- **Communication:** Excellent verbal and written communication skills, with the ability to engage effectively with students, parents, staff, and external partners.
- **Collaboration:** Strong interpersonal skills to build positive relationships with stakeholders at all levels and to work effectively across departments.
- **Technical Proficiency:** Familiarity with sports management software and platforms for scheduling, registration, and communication.
- **Organizational Skills:** High-level ability to manage complex calendars, logistics, and multiple priorities with efficiency and accuracy.
- **Safety and Compliance:** Knowledge of safeguarding standards, health and safety regulations, and risk management practices related to athletic and student activities.

Personal Attributes:

- **Visionary Leadership:** Ability to inspire a shared vision and commitment to continuous improvement in athletics and student activities.
- **Cultural Sensitivity:** Demonstrated understanding and appreciation of diverse school cultures and international communities.
- **Adaptability:** Flexibility and resilience to adapt to new challenges, changes, and innovations within a dynamic school environment.
- **Commitment to Excellence:** A proactive approach to setting high standards and achieving outstanding results for student engagement and program success.
- **Passion for Student Development:** Genuine interest in fostering students' personal growth, well-being, and development through sports and activities.

Qualifications

- **Educational Background:** Bachelor's degree in Sports Management, Education, or a related field; a Master's degree is preferred.
- **Experience:** Minimum of 5-7 years of proven leadership in an athletics and activities program, ideally within an international or independent school setting.
- **Coaching Certification:** Relevant coaching certifications or credentials in sports leadership.
- **Professional Development:** Participation in leadership training, sports administration programs, or workshops.
- **Experience with Competitive Leagues:** Familiarity with coordinating and managing school participation in high-level athletic conferences such as SEASAC or ACSIS.
- **Professional Development:** Participation in leadership training, sports administration programs, or workshops.

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students and PTA

Working Conditions

- Both Stamford American International School campuses with occasional travel for school-sponsored SEASAC trips.



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- 5 days/week plus weekend and holiday duties. Administrators work during the holiday period to manage campus affairs.
- Work hours will include early mornings, late afternoons and weekends.

Terms of Employment

- Working Hours 8:00 am – 6:00 pm, Monday to Friday
- Annual Leave 30 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 14 days sick leave and up to 60 days hospitalization leave (inclusive of sick leave)
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

Stamford American International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, Stamford's parent organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

Please note that only shortlisted candidates will be notified.