

## Job Description

**Job title/Position:** Athletics Director

**School:** Secondary School

**Direct Supervisor:** Secondary School Principal

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### Position Overview

The Athletics Director will ensure the efficient management and development of the HKA athletics programme both on campus and off of campus. He/She will be responsible for implementing, monitoring, evaluating and promoting the athletics programme at HKA. This position is primarily a G6 to G12 responsibility with some oversight of selected Athletics Programmes for G4 and G5 students. The position will require evening and weekend work as well as domestic and international travel. Willingness to work flexible hours and weekends will be required.

The Athletics Director is expected to teach as needed.

### Qualifications and Experience

The Athletic Director will have:

- Experience and interest in developing sports and cultural programmes with Secondary School students
- Current teaching certification appropriate to age level and subject specializations
- A minimum of an undergraduate degree in the area of expertise required, and preferably a Masters' Degree
- Excellent organization skills
- Excellent written and oral communication skills
- Experience managing external providers
- Experience in managing a budget
- Strong problem solving skills and able to take initiative
- Proficient IT skills
- Strong collaborative skills
- Ability to work in a diverse community
- Ability to facilitate the development of the athletics programme
- Ability to take initiative, lead decision-making processes and act accordingly and experience in leading others

### Preferred Skills and Experience

The Athletic Director will have:

- Background in recreation and athletics
- Certification first aid, swimming/lifesaving
- Prior experience in athletic events management
- Language proficiency in English and Cantonese
- Ability to create effective working relationships with students, staff, and parents

### Work Hours

40+ hours per week with flexible hours and weekends

## General Responsibilities

The Athletics Director is expected to:

- Promote the athletics programme for the purpose of improving the quality of student outcomes and encouraging student development.
- Develop long and short-range athletic plans/programmes (e.g. identifying school-specific support needs; outlining athletics programmes;) for the purpose of ensuring that HKA objectives are realized.
- Participate in a variety of meetings that involve issues related to athletics (e.g. requirements, programme offerings, funding status, participation levels, etc.) for the purpose of conveying and gathering information; evaluating topics/materials, identifying appropriate actions, and/or developing recommendations.
- Respond to inquiries of students, parents, other school personnel, community representatives, etc. for the purpose of providing information, assistance and/or direction regarding the athletic programmes and student activities.
- Monitor fund balances of assigned programmes and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Support the Primary School competitive sports programme. This includes assisting coaches when needed and supporting the Primary School PE teachers.

The Athletics Director is responsible for:

- Hiring and supervision of coaches for HKA sports teams
- Arranging for referees and officials for on-campus competitions
- Organizing local competitions in Hong Kong
- Setting sports training schedule
- Serving as point person for all sports partner organisations including ACAMIS, SCISAC and ISSFHK sporting events
- Developing all programmes within budgetary guidelines
- Maintaining the inventory of sports uniforms
- Assisting PE dept. with orders for sports teams and activities programmes
- Booking of all HKA facilities
- Booking of external facilities outside of the regular class schedule
- Liaising with members of the HKA Leadership Team
- Development of protocol forms (internal/external Sai Kung and immediate)
- Attending the annual ACAMIS Regional Conference and monthly ISSFHK meetings as an HKA representative
- Liaising with trip facilitators (i.e. ACAMIS, SCISAC, ISSFHK)
- “On the day” coordination of athletic events
- Liaising with respective administrators on events
- Scheduling events into master calendar
- Scheduling of after-school sports spaces
- Providing information for inclusion on the all school calendar
- Follow-up inspection of facilities following sporting events
- Ensuring the safety of facilities and compliance of facilities for events in-house and externally (risk analysis)
- Organising local and international sporting trips, verifying visas and passport validity prior to departure of student trips
- Managing and supervising the HKA Climbing Wall including liaising with the Director of Facilities and Operations and the Operations team with regards to the maintenance and structure care of the HKA Climbing Wall

- Organising climbing wall certification, manage and supervise HKA coaches and instructors and all activities and events related to the HKA Climbing Wall
- Other responsibilities as assigned by the direct supervisor

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

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