



Director of Aquatics Job Description

The American School of Dubai (ASD) is a college-preparatory, Pre-K through grade 12, independent, not for profit American curriculum school, offering what is best about American education to provide learning experiences designed to promote the maximum potential of its students.

Position Summary

The American School of Dubai is seeking a dynamic and passionate educator for the role of Aquatics Director. The Aquatics Director will act as a swim instructor, coach and pool manager. Responsibilities will include planning and overseeing the ASD aquatics programs and services, ensuring the quality and related safety of the programs (before, during and after school); act as the lead swim instructor by administering, supervising and promoting the ASD swimming program; as well as training staff in swim instruction. The Aquatics director will also undertake the supervision of day-to-day operations of the pool facility, staff, supplies and equipment. The Aquatics Director will embrace the school's mission and core values and will be a committed and passionate educator who will work to challenge and assist students to become intellectually adept, thoughtful and ethical contributors to a global community. The Aquatics Director reports to the Director of Athletics and will serve as a member of the Campus Life Core Team and on other committees and teams as assigned.

The primary areas of responsibility of the Aquatics Director to include:

Administrative Leadership

- Take responsibility for all swim programs conducted at ASD whether instructional or recreational, utilizing swim coaches to assist in all programs.
- Take responsibility for writing policies and procedures that relate to the swimming pool and the swim program, emergency procedures, drills, safety related policies
- Administer and conduct swim meets
- Respond quickly to all emergency situations
- Administer any first aid as required
- Observe and enforce all rules and regulations of the facility
- Take responsibility for the supervision of day-to-day operations of the swimming pool, including monitoring the maintenance, security and safety of the overall pool environment
- Responsible for the supervision of lifeguards and other support staff and coaches working in the swimming pool.
- Create a pool use schedule in collaboration with physical education department chairs and the athletic director to ensure efficient and effective use of the pool and human resources in a manner that best supports student learning.
- Take responsibility to promote all aquatic programs and services and all safety aspects of such programs and services.

- Prepare and monitor an annual budget (revenue and expenses) for all activities associated with the swimming pool facilities including the extra-curricular program.
- Openly support and abide by all school policies and procedures
- Model the 'Core Values' in interactions with the school community
- Liaise with the Director of Athletics and other administrators, taking on tasks as assigned, including all school goals

Learning Leadership

- Coordinate the development, implementation and evaluation of the K-12 curricular swim program
- Create the curricular swim schedule, in cooperation with the K-12 PE Department and divisional administration
- Serve as a Swim Instructor - Conduct swim team practices in a safe and friendly environment
- Train the PE personnel in swim instruction
- To prepare a year-end evaluation summary of the School's swimming program; recommendations as to how the program can be improved.
- To perform other swimming facility responsibilities as might be requested
- Engage with the administration in a committed effort to improve one's own instructional skills

Desired Personal Characteristics

- Demonstrate commitment to personal continuous professional growth and development
- Develop and maintain effective working relationships
- Represent ASD with students, parents, colleagues, and broader school community in a professional manner
- Exhibit a professional attitude toward criticism
- Demonstrate excellent communication skills
- Recognize and strengthen personal performance through self analysis of actions, participating in professional development activities, exploring educational research, participating in professional organizations, and through formal renewal programs

Required Qualifications

- Bachelor's degree or equivalent in a related field
- Working knowledge of HY-TEK Software
- Valid swimming instructor qualification obtained from an accredited institution
- Prior experience in leadership capacity in a related field
- Holds valid certification as: Water Safety Instructor or equivalent, lifeguard, American Red Cross of equivalent
- Strong team player who has excellent interpersonal, communication, management and leadership skills.

Preferred Qualifications

- Master's degree in a related field
- Previous experience in management or supervisory positions in a related field
- Holds a valid Water Safety Instructor Trainer certification