

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: SWIMMING TEACHER (PRE-K-12)

CONTRACT DAYS: Up to 191

POSITION SUMMARY

The Swimming Teacher teaches and coaches students to develop and refine swimming skills, technique and confidence in the water, as well as water safety. He or she works alongside the Aquatics Director and other Swimming Teachers and Coaches to ensure that students swim in a safe environment. The Swimming Teacher is involved in both the school curricular program (8:00am to 3:00pm) and the after-school program (including selected weekends in our calendar).

SUPERVISED, EVALUATED BY AND REPORTS TO

Aquatics Director

QUALIFICATIONS

- Certified as a swimming teacher, swim coach or equivalent.
- Certification in first aid, and CPR/AED or equivalent preferred.
- Experience in swim instruction and swim team coaching of children.
- Able to communicate and instruct effectively in English.
- A positive approach to working with children and the ability to motivate, inspire and build rapport.
- Excellent team working ability: collaborative, supportive and communicative.
- Experience in organizing and running swimming competitions is desirable.
- Computer Software literacy in Microsoft Office and Hytek Team Manager desirable.
- Experience in working with international school students preferred.

DUTIES AND RESPONSIBILITIES

Teaching

- Teach swimming (stroke development and stroke mechanics), water safety and a variety of aquatic activities to children from 4 to 19 years old.
- Prepare swimming lessons and unit plans. Assess swimmers and report on their progress.
- Work collaboratively with the Aquatics Director, PE teachers and other swim teachers in the development of swim units.

Coaching

- Coach swim team and conduct practices in line with our educational and swim team philosophy.
- Write practice workouts and set appropriate goals for swim team members.
- Track swimmers' performances and keep statistics on all SAS swimmers.
- Perform coaching duties displaying respect to the individuals participating and parents supporting.
- Register swimmers for swim meets and attend these events.
- Travel with the swim team as needed, locally, nationally and internationally.

General

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- Perform clerical tasks related to swim instruction and Aquatics Center Activities.
- Work cooperatively with fellow-staff members and administrators.
- Participate in staff meetings, training and professional development as necessary.
- Actively participate in school sponsored events and activities.
- Follow Aquatics Center protocol, response to incidents and accidents appropriately and administer first aid as needed.
- Ensure student and participant safety and abide by the child protection regulations of SAS.
- Observe and enforce all rules and regulations of the Aquatics Center and the school.
- Carry out other duties as required by the Aquatics Director.

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the School that each employee will offer his /her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.