



# American International School of Lusaka

Every student thrives

## Co-Curricular Director Vacancy for the 2024-2025 Academic Year

**Job Title:** Co-curricular Director

### **Job Purpose:**

The Co-curricular Director will support the aims and objectives of the whole school AISL Sports, Arts and Activities after school Program as the leader of this aspect of the school. This includes organizing events and competitions, supervising coaches, scheduling events and facilities, monitoring student and coaches conduct, supervising CCA programs and communicating with the AISL community.

### **Qualifications/Attributes:**

- Possesses a minimum of a Bachelor's Degree and current teaching certification
- Ability to provide informed leadership by implementing current best practices in sport, recreation, and activities programming.
- Organizational ability, initiative, and effective communication and interpersonal skills.
- Evidence of ability to supervise and evaluate coaches and activity leaders
- Experience using technology to enhance communication, organizational operations, and scheduling

**Reports To:** The Secondary Principal

### **Duties and Responsibilities**

#### **Leadership**

- Organizes a robust, balanced and sustainable Athletics Program that aligns with AISL's Mission and Vision.
- Monitors the health and safety of students in the Athletics Program by identifying issues and responding appropriately.
- Provides on-going, effective communication (email, Leopard's Tale, website, etc.) about athletics events and activities to students, parents, and colleagues.
- Represents the interests of AISL at ISAZ, LISL and ISSEA Athletics meetings.
- Leads and supports the development of the Co-curricular department team.
- Plans and coordinates parent information sessions and end-of-season awards evening(s).
- Documents and communicates program (athletics and activities) aims and objectives, critical process and procedures, and behavioral and/or academic requirements through the publication of handbooks.
- Oversees and supervises the Co-Curricular Activities Coordinator

#### **Program Coordination**

- Develops and maintains the Sports master calendar.
- Organizes competitions and coordinates ISAZ, LISL and ISSEA tournaments and conventions (sporting events, Band, Choir, Drama, Visual Arts, STEAM, etc).
- Liaises with Secondary Principal and Business Manager to develop budgets to support the administration of the Co-curricular Programs (tournaments, uniforms, equipment, etc.)
- Procures resources (equipment, uniforms, etc.) to support the Sports Programs.
- Coordinates and monitors facilities usage to support the effective delivery of the program.

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- Coordinates travel arrangements for away competitions, events and tournaments.
- Coordinates the hosting of friendlies, events and tournaments at the school.
- Monitors coaches hours and liaises with HR and Business Manager regarding payment
- Monitors student participation, behavior and attendance.
- Coordinates and monitors the use of sports facilities by outside groups and provides Operations and Security manager with contact persons and rosters.
- Coordinates the CCA program alongside the Co-curricular Department
- Assumes other responsibilities related to the position as assigned by the Secondary Principal.

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