

### Position Summary

The Aquatics Director is responsible for developing, implementing, coordinating and supervising the The KAUST School Aquatics Program. The position has teaching and coaching responsibilities in addition to overall program coordination. The program is run in accordance with the The KAUST School Board Policies and procedures as well as the administrative rules and regulations. The KAUST School Aquatics Program encompasses a wide range of activities that involve the The KAUST School students and community. While this is a position within The KAUST School structure, extensive collaboration with Community Life Recreation and Facilities and Maintenance Team is required.

### Major Responsibilities

#### Finance and Budget:

- Prepare, maintain and submit both an Annual and Capital budget for the Aquatics Department, for approval by the Administration.
- Review and manage work schedule for Life-Guards and Swimming Assistants

#### Facilities and Equipment:

- Ensure that the pool's safety/rescue equipment is in place and functioning properly
- Establish and maintain facility rules and regulations (Ensuring aquatic responsibility, regulations and safety signs are visible and aquatic users adhere to these rules and regulations)
- Collaborate with the operations team and FM to ensure all pool equipment and physical plant are properly maintained and repaired or replaced as necessary.
- Ensure the facilities and equipment necessary is prepared and in good repair for all aquatics events hosted at TKS
- Check water chemistry to ensure proper water balance is maintained at all times, both for the safety of TKS students and the protection of pool equipment
- Order adequate age appropriate equipment for the K-12 aquatics needs as part of the PHE Program

#### Scheduling:

- Schedule all pool usage, by PE classes, co-curriculars such as the swim team, and water polo club. Community groups such as scouts and life-guarding courses
- Ensure that swimming facilities are set up and ready for school, club, and community groups according to their needs

### **Competitions / Meets / Community Events:**

- Responsible for organization, coordination, and supervision of all competitive meets held at TKS
- Responsible for coordination with Community Life Recreation for all competitive meets held in community facilities (IRC)
- Possess operational knowledge of all swim meet equipment, including Timing system, swim meet computers and software
- Train TKS staff members to support aquatics events and operate of timing system
- Work proactively to develop aquatics programs already in place from KG - Grade 12
- Oversee TKS Learn to Swim program and competitive swim team

### **Lifeguards:**

- Schedule TKS lifeguards for all activities/events held in TKS pools
- Maintain lifeguard database, manage trained lifeguards, and ensure their qualifications are kept up to date. Schedule regular meetings and training sessions to ensure high performance standards.
- Teach lifeguard courses: as part of TKS high school classes
- Run lifeguard training courses for TKS PHE and aquatics staff

### **Personnel:**

- Direct & train Aquatic Assistants in areas such as: updated age appropriate teaching methods, techniques, & drills; water chemistry training; usage and maintenance of all pool equipment; awareness and usage of emergency procedures; CPR & First Aid inservice training.
- Collaborate with the Operations Director in working with housekeeping staff in their duties of pool preparation, maintenance, and clean up.

### **Physical Education Program:**

- In cooperation with PE staff, review and update K-Grade 12 curriculum when required.
- Provide adequate written and visual resources for the PE staff and TA's to improve their understanding of the different components of the aquatics program.
- Provide in-service training for TKS PHE staff, when needed
- Assist and act as a reference person for the PHE staff in regards to the TKS Aquatics Program
- Assist Physical Education teachers in implementation of swimming lessons;
- Teach swim classes in collaboration with the Physical Education teacher when needed
- Maintain a 40-60% teaching load related to swimming / aquatics

### Communication:

- Keep Aquatics Calendar updated and ensure appropriate information is supplied on a regular basis to school and community groups.
- Promote Aquatics programs using school digital and print platforms
- Visible advocate in KAUST community.

### Other / General Tasks:

- Act as school contact with other school swim clubs and KAUST community,
- Provide First Aid/CPR instruction/training to school staff
- Make sure all staff are familiar with the facility Emergency Action Plan.
- Evaluate the performance of the Aquatic staff on a regular basis.
- Maintain program priorities. As with all TKS facilities, TKS-sponsored aquatics activities take priority over other groups requesting group activities

### Competencies

- Ability to effectively manage others and organize large events
- Knowledge of the principles, practices, rules and developmental procedures of athletic and aquatic school programs
- Knowledge of the facilities, materials and equipment utilized in aquatics programs, and special events
- Knowledge of safety, security and child protection precautions for various Student Life events
- Relationship Management : ability to successfully work with coaches/sponsors, officials, students, parents and community

### Qualifications & Experience Required

- Bachelor's degree with previous teaching experience and specialization in area appropriate to assignment
- Minimum of five years' experience in education
- Experience as Aquatics Director or similar role preferred
- Previous experience of working in an international school preferred
- Lifeguarding certification required (RLSS preferred)
- Lifeguard training certified (RLSS preferred)
- Certified swim instructor
- Certified swim instructor trainer