AISJ South Africa

The American International School of Johannesburg seeks exceptional talent to join our community of Mindful, Resilient, Curious, Globally-Minded Contributors, and Thinkers.

- AISJ was founded in 1982, and it has grown into one of the most prestigious international schools in South Africa, offering an **American-based curriculum** with a global perspective.
- The school operates on **two campuses, one in Johannesburg and another in Pretoria.** This dual-campus setup allows the school to serve a diverse community of students across a larger geographical area.
- AISJ has a **highly diverse student body, with over 64 nationalities** represented. This multicultural environment fosters a global mindset and promotes cross-cultural understanding among students.
- The school offers the **International Baccalaureate (IB) Diploma Programme**, providing students with a rigorous, internationally recognized curriculum that prepares them for global higher education opportunities.
- AISJ is known for its **eco-friendly initiatives,** including solar power, recycling programs, and a commitment to sustainability. The school emphasizes environmental responsibility as part of its educational philosophy.
- AISJ strongly **emphasizes guiding principles;** the school promotes mindfulness, resilience, curiosity, and global-mindedness, encouraging students to develop academically and as compassionate and thoughtful individuals.
- Both campuses have **state-of-the-art facilities,** including science labs, art studios, aquatic centers, theaters, sports fields, driving range, and technology centers, supporting a comprehensive educational experience.
- The school is deeply involved in **service learning** and outreach programs, encouraging students to engage in meaningful service projects that positively impact the local community.
- AISJ offers many **co-curricular activities**, including sports, arts, music, drama, and clubs, providing students ample opportunities to explore their interests and talents.

1982 FOUNDED

130+ FACULTY COMPLIMENT

150+ OPERATIONS STAFF COMPLIMENT

21 NATIONALITIES: STAFF DIVERSITY

62 NATIONALITIES: STUDENT DIVERSITY

02 SEMESTERS. NORTHERN HEMISPHERE CALENDAR *- AUGUST TO JUNE*

Join our community...



INSPIRE LEARNING AND BUILD OUR BETTER WORLD.

JOB DESCRIPTION: Activities/Athletics Director -Tentative

CAMPUS: Johannesburg Campus | **SUPERVISOR:** School Director| **START DATE:**01 August 2027
POSTING DATE: 29 September 2026| **CLOSING DATE:**16 October 2026

Inspire Learning to Build Our Better World. At the American International School of Johannesburg (AISJ), we are committed to providing an exceptional education that empowers global citizens to fulfill their future purpose. Our vision is to inspire learning to build a better world. We seek a dedicated and passionate professional who aligns with our commitment to excellence and believes in the transformative power of education. Every team member is crucial in creating a supportive and nurturing learning environment. At AISJ, we value every employee as a learner and expect them to embody and support the AISJ Portrait of Learner (***Resilience***, ***Mindful***, ***Thinker***, ***Globally Connected***, ***Curious***, ***Contributor***) through their work. We are dedicated to justice, equity, diversity, and inclusion within our school community.

POSITION OVERVIEW

The Athletics/Activities Director provides strategic, operational, and educational leadership for the comprehensive K-12 co-curricular, athletics, and activities programs across both the Johannesburg and Pretoria campuses.

Unlike single-campus models, this role directly oversees co-curricular learning school-wide. Supported on-site by the Pretoria Activities Coordinator, the Athletics/Activities Director ensures operational alignment, equity of opportunity, and high program quality across both campus locations. The Director directly supervises five full-time department leaders (K-12 Activities Coordinator, Pretoria Activities Coordinator, Sports Coordinator, Events and Logistics Coordinator, and Aquatics Coordinator) and manages the whole-school K-12 Activities Budget.

The ideal candidate is an experienced, visionary international educational leader with deep expertise in large-scale event staging, complex multi-country travel logistics, student safeguarding, and student-centered program design.



REQUIRED QUALIFICATIONS

- **Education:** Bachelor's degree in Education, Sports Management, or a closely related field.
- **Administrative Experience:** Minimum of seven (7) years of successful leadership as an Athletics/Activities Director or co-curricular director in a leading international school setting.
- **Conference Leadership:** Proven experience managing, scheduling, and executing international school conference events and athletic leagues (e.g., ISSEA, SAISA).
- **Personnel Management:** Demonstrated track record of recruiting, mentoring, supervising, and evaluating full-time departmental staff, seasonal coaches, and activity sponsors.
- **Risk Management & Safeguarding:** Extensive experience establishing risk assessment protocols, duty-of-care frameworks, and international travel safety procedures for global student events.
- **Communication & Tech Agility:** Exceptional public speaking, written communication, and cross-cultural negotiation skills; proficient with enterprise management suites (Google Workspace, scheduling/registration software).

PREFERRED QUALIFICATIONS & EXPERIENCE

- **Advanced Degree:** Master's degree in Education, Educational Leadership, Sports Management, or a related field.
- **Leadership Track Record:** Demonstrated, impact-driven leadership in an international school setting.
- **Professional Certification:** Certified Athletic Administrator (CAA), Certified International Athletic Administrator (CIAA), or Certified Master Athletic Administrator (CMAA) designation via the NIAAA or international equivalent.

KEY RESPONSIBILITIES

1. Strategic Leadership & Divisional Collaboration

- In collaboration with divisional leadership (Elementary, Middle, High School, and Pretoria Campus Leadership), design, align, and evaluate all co-curricular learning experiences to complement academic curricula.
- Directly supervise, support, and evaluate the departmental leadership team: K-12 Activities Coordinator, Pretoria Activities Coordinator, Sports Coordinator, Events and Logistics Coordinator, and Aquatics Coordinator.
- Establish clear departmental goals aligned with the AISJ Strategic Plan and Portrait of a Learner.
- Serve as the primary liaison to international leagues and associations, representing AISJ in ISSEA, SAISA, ISTA, AMIS, and local South African leagues and events.

2. Safeguarding, Risk Management & International Travel Logistics

- Enforce rigorous child protection, safeguarding, and safety standards across all athletic, aquatic, and co-curricular programs in accordance with AISJ policies.

- Oversee complex international and domestic travel logistics for large student delegations (flights, visas, housing/billeting, medical clearances, and emergency contingency plans) for events such as ISSEA, SAISA, Model United Nations (MUN), ISTA, and AMIS.
- Develop comprehensive risk assessments for all off-campus excursions and athletic competitions.
- Lead mandatory pre-trip safety briefings and orientation sessions for staff, students, and parents prior to all major travel events.

3. K-12 Fiscal & Facility Stewardship

- Formulate, manage, and audit the comprehensive K-12 Activities Budget, ensuring equitable distribution of resources across divisions, gender categories, and activities.
- Partner with operational and facilities teams across both campuses to optimize the scheduling, maintenance, and safety of athletic fields, aquatics facilities, courts, and performance venues.
- Oversee the procurement, inventory, repair, and replacement cycle for all athletic uniforms, safety gear, and specialized activity equipment.

4. Program Execution & Student Engagement

- Coordinate the master K-12 multi-campus activities and athletics calendar to prevent divisional conflicts and optimize venue usage.
- Ensure full execution of teacher Co-Curricular Activity (CCA) commitments, working alongside division principals to assign and support faculty advisors and coaches.
- Direct the planning and execution of large-scale tournaments, fine arts festivals, and community athletic events hosted at AISJ.
- Oversee the Eagle Council, guiding this key student service organization as it provides vital student feedback and leadership on co-curricular and athletic programming.
- Organize student-athlete and activity recognition events, awards ceremonies, and end-of-season celebrations.

5. Operational Agility & Leadership Adaptability

- Adapt departmental operations in response to unforeseen facility, environmental, or global travel disruptions.
- Perform essential administrative and leadership duties as assigned by the School Director to support whole-school operations.

APPLICATION & SAFEGUARDING POLICIES

- Safeguarding Statement: AISJ is committed to safeguarding and promoting the welfare of children and young people. All candidates undergo rigorous background checks, qualification verification, criminal record screenings, and child protection training prior to appointment.



- Privacy & Data Protection: Personal data submitted will be processed strictly in accordance with the AISJ Privacy Policy and South Africa's Protection of Personal Information Act (POPIA).
- Contract Terms: Initial two-year administrative contract, renewable annually based on performance review. Competitive international administrative remuneration and benefits package provided.

APPLICATION PROCESS

To apply, please complete the electronic form [Click here]. Information captured will be securely stored and used for a reference check on the candidate's compatibility. AISJ reserves the right to appoint the strongest candidate before the closing date if required.

SAFEGUARDING & CHILD PROTECTION

AISJ maintains robust child protection policies to ensure a safe, secure, and caring environment for our students. All employees must undergo criminal background checks, attend annual training, and sign a safeguarding agreement.

PRIVACY

By submitting your CV, you consent to AISJ processing your personal information in accordance with our Privacy Policy, accessible at **AISJ Privacy Policy**, and under the Protection of Personal Information Act of 2013.

OTHER INFORMATION

- **The first contract is for two years and then extended each year based on an annual review.**
- **Interviews will start November 2026**
- **The package for this Administrative position is competitive with others like international schools around the world**

