



KEYSTONE ACADEMY

DIRECTOR OF ACTIVITIES

Role Description and Working Relationships

The Director of Activities (DOA) is a member of the School Leadership Team who reports to the Assistant Head of School for Teaching and Learning. The incumbent must understand fully and support enthusiastically and articulately the stated mission and purpose of the Academy. All senior administrators are expected to model behavior and attitudes that build community, courtesy, and compassion in our boarding and day student society. The DoA might teach a course and lead one or more co-curricular programs as required.

The DoA has whole school responsibility for the Keystone Activities Program (KAP). The DoA works with the School Leadership Team, especially the Assistant Head for Teaching and Learning, to develop and oversee an activities program that promotes students' creativity, exploration, and growth, individually and collectively, in their co-curricular life. He/she is the School's executive officer responsible for implementing KAP. He/she assumes leadership in proposing and developing new plans and programs to enhance further the activities program at Keystone. The position requires an in depth understanding of the school's strategic plan and the ability to align programming to support this plan.

Main responsibilities include but are not limited to the following:

Pedagogic, Academic, and Curriculum Leading and Managing:

- Developing and leading the implementation of the Keystone Activities Program, and monitoring its quality;
- Working closely with others designated to work in this area, such as the Divisional Leaders, CAS Coordinator, Performing Arts Center team, Robotics and KEyTEC directors and others.
- Cataloging and maintaining a list of core activities that Keystone wishes to promote as an ongoing aspect of the school's general curriculum;



- Advising the Assistant Head for Teaching and Learning on requirements for hiring that are KAP related;
- Aligning KAP with the classroom curriculum as appropriate;
- Linking certain aspects of KAP with the Keystone Chinese Thread.

Administrative Leading and Managing:

- Managing and supporting the work of the Director of Athletics;
- Managing the KAP office and KAP assistants;
- Finding, employing, and nurturing excellent providers for the KAP outsourced program.

Financial Leading and Managing:

- Helping to construct the annual budget for the KAP program and overseeing its implementation;
- Overseeing, with the Facilities Department, the purchase of equipment and the upkeep of facilities related to the activities program.

Serving Students:

- Communicating effectively with parents about issues concerning KAP;
- Monitoring the attendance of teachers and students at KAP meetings and events;
- Encouraging students to develop and lead KAPs.

Interested applicants should submit a cover letter, CV and statement of educational philosophy to hr@keystoneacademy.cn. Position will be posted until filled.