

PROFESSIONAL SUMMARY

Certified Master and Certified International Athletic Administrator with 9 years of experience leading international school athletics and co-curricular programs, 11 years of administrative experience, and 12 years of international school experience. Recognized for driving student participation, enhancing facilities, building strong team cultures, and fostering student leadership. Expanded athletic programs significantly at St. Johnsbury Academy Jeju, cohosted international tournaments, and created impactful student-led initiatives. Experienced in strategic planning, event management, and interscholastic relations.

KEY SKILLS

- International Athletic Administration
- Student Leadership Development
- Tournament/Event Planning
- Facility Upgrades
- Social Media & Branding
- Budgeting
- Risk Management and Safeguarding
- Restorative Practices
- Growth Mindset
- SchoolsBuddy
- Coach
  - American Football
  - Badminton
  - Volleyball
  - Track and Field

CONTACTS

michaelsawczynec.com

sawcz002@gmail.com

+1 (715) 400 8001

MICHAEL SAWCZYNEC, CMAA

ATHLETIC AND ACTIVITIES DIRECTOR

INTERNATIONAL EXPERIENCE

ST. JOHNSBURY ACADEMY JEJU, SOUTH KOREA July 2022- June 2026

Athletic and After-School Activities Director, and Physical Education Department Head **~1185 Students PK3-12**

- Managed 60+ MS/HS teams and 450+ annual co-curricular activities through SchoolsBuddy.
- Supervised 50+ coaches, including 5 direct reports; led hiring, training, and evaluation.
- Developed annual schoolwide budgets for PE, athletics, and activities, covering staffing, equipment, travel, events, and facilities.
- Increased athletics participation by 32%; coordinated schedules and transportation as annual off-island trips grew from 7 to 30+.
- Founded six programs: MS/HS lacrosse and baseball; ES/MS/HS ice hockey, robotics, and track and field; and MS boys' and girls' tennis.
- Developed athletics and activities handbooks clarifying procedures and expectations for coaches, students, and families.
- Founded and led a sports council of 90+ students to develop student leadership.
- Hosted international and domestic events, including the Korean VEX V5 National Robotics Competition.
- Coordinated athletics communications across multiple channels with students, families, coaches, and the school community.
- Led upgrades to gym floors, the turf field, digital scoreboards, and cameras.
- Oversaw PK–12 PE staff, aligning curriculum vertically and coordinating facility use across grade levels.
- Helped the school earn NFHS Level 1 School Honor Roll recognition for three consecutive years, as one of five international schools recognized.

KOREAN INTERNATIONAL SCHOOLS ATHLETIC CONFERENCE (KISAC) - SOUTH KOREA July 2022- July 2026

President

- Led regional athletic conference representing international schools across Korea
- Redesigned and updated the official KISAC handbook for clarity and policy consistency
- Developed and implemented child protection policies for all conference events
- Standardized operations to ensure continuity and equity from year to year
- Organized and chaired annual Heads of Schools meetings to guide conference direction
- Expanded the conference membership by two new schools
- Created standardized roster templates and tournament scheduling systems
- Served as final authority on event decisions related to child safety and inclement weather protocols

KOREA INTERNATIONAL SCHOOL JEJU, SOUTH KOREA July 2020- June 2022

Associate Dean of Boarding **~150 Boarding Students G6-12**

- Supervised a staff of 24
- Designed and coordinated weekend clubs, house cup events, house trips, facilities, and special events
- Supported implementation of academic and social/emotional initiatives
- Managed minor student conduct interventions including maintaining electronic records and contacting parents using restorative practices
- Managed and maintained dorm media and communication including social media accounts and monthly parent updates
- Created an app for staff communication
- Led Student-Dorm Council with 20 student

IVY COLLEGIATE ACADEMY, TAICHUNG, TAIWAN July 2014- June 2020

Athletic Director (2015-2020) and Mathematics Teacher (2014-2020) **~240 Student G7-12**

- Oversaw staff for activities and athletics in a boarding school environment with over 25 teams and 100 activities while being in 3 different athletic conferences, locally and internationally
- Planned and scheduled tournaments, events, and games, including international tournaments
- Served as the primary school liaison to three conferences
- Evaluated and observed coaches
- Implemented the mission and philosophy statement for athletics department
- Taught Algebra I/II and Pre-Calculus with tech and standards-based integration

MICHAEL SAWCZYNEC

EDUCATION AND CERTIFICATIONS

University of Minnesota - Duluth — Dec. 2013
- BASc - Bachelor of Science in Mathematics Education
- Minor - Coaching

Ohio University — May 2020
- MS - Master of Science in Athletic Administration

Minnesota Teaching License — EXP. July 2028
- Mathematics Education 5-12

National Interscholastic Athletic Administrators Association (NIAAA) — Sept. 2026
- Certified Master Athletic Administrator

National Federation of High Schools — Dec. 2023
- Level 1,2, and 3 Coaching Certification

National Interscholastic Athletic Administrators Association (NIAAA) — Feb. 2021
- Certified International Athletic Administrator

PROFESSIONAL DEVELOPMENT

Presenter – International Athletic Administrator Association Conference: “Creating & Running a Sports Council” — May 2025
Bangkok, Thailand

Instructor – LTC 904: Child Protection for International School ADs — May 2025
Bangkok, Thailand

National Athletic Director Conference — Dec. 2023
Orlando, FL, USA

East Asia Regional Council of Schools - Leadership Conference: Creating Safe Harbors — Oct. 2023
Bangkok, Thailand

Restorative Practices for Educators and Facilitating Listening Circles through the International Institute For Restorative Practices — Oct. 2021
Virtual

Presenter - Globetrottin’ ADs Virtual Conference: “Leading Effective Clubs and Activities in a Boarding Program” — Dec. 2021
Virtual

Completed 25+ (over 100 hours) NIAAA Leadership Training Courses, incl. Budgeting (511), Risk Management (504, 508), International Admin (901–904), Leadership (706, 709, 719) — Since 2018
Virtual and in person

PERSONAL INTEREST AND ACTIVITIES

- Being a Father
- Travel with family
- Board Games
- Playing and watching variety of sports
- Exploring new foods
- Hiking
- Attending International sporting events
- Exploring new approaches to student leadership and program development