



**POSITION:** Creativity, Action and Service (CAS) Coordinator (International Baccalaureate)

**REPORTS TO:** IB Diploma Coordinator

### **JOB DESCRIPTION**

CAS Coordinator (International Baccalaureate) Position Overview: The CAS (Creativity, Activity, Service) Coordinator is a vital member of our International Baccalaureate (IB) team, responsible for overseeing and coordinating the CAS program for our students. The CAS Coordinator will play a key role in guiding students through their CAS experiences, ensuring compliance with IB regulations, and fostering a culture of personal growth and community engagement.

### **SPECIFIC DUTIES**

#### **Coordinate CAS Program:**

- Develop and implement a comprehensive CAS program aligned with IB guidelines and the school's educational philosophy.
- Collaborate with IB staff, teachers, and relevant departments to integrate CAS activities with academic coursework.
- Organize regular CAS meetings, workshops, and orientations for students, parents, and staff to provide guidance on program requirements and benefits.

#### **Student Support:**

- Advise and guide students in setting meaningful CAS goals and developing well-rounded plans for Creativity, Activity, and Service experiences.
- Monitor individual student progress, providing feedback, encouragement, and assistance when needed.
- Foster reflection and self-assessment among students to enhance their learning outcomes and personal development.

#### **Documentation and Assessment:**

- Establish an effective system for tracking and documenting students' CAS activities and reflections.
- Ensure accurate and timely submission of CAS documentation for IB evaluation and assessment.
- Collaborate with assessment coordinators to prepare students for the final CAS component of the IB Diploma Program.

**Community Engagement:**

- Collaborate with local organisations, NGOs, and community partners to identify meaningful CAS opportunities that align with the school's values and IB principles.
- Foster relationships with external partners to create a network of resources for students' CAS projects and experiences.
- Promote the school's commitment to community service and social responsibility through CAS initiatives.

**Professional Development:**

- Stay updated on the latest developments and best practices in CAS and the IB program through continuous professional development.
- Attend relevant workshops, conferences, and training sessions to enhance knowledge and skills related to CAS coordination.

**REQUISITES**

- Bachelor's degree in education or a relevant field (Master's degree preferred).
- Experience working with the International Baccalaureate program, ideally in a CAS-related capacity.
- Strong understanding of the CAS program philosophy, objectives, and assessment requirements.
- Excellent organizational skills with the ability to manage multiple tasks and deadlines.
- Effective communication and interpersonal skills for working with students, parents, staff, and external partners.
- Empathetic and supportive approach to guiding students through personal growth and challenges.
- Collaborative mindset with the ability to work as part of a team and engage stakeholders effectively.
- Proficiency in documenting, tracking, and assessing student activities and progress.
- Enthusiasm for experiential learning, community engagement, and holistic education.
- Cultural awareness and sensitivity in an international school environment.
- Flexibility and adaptability to evolving IB guidelines and school priorities.

This position is remunerated with an annual stipend of US\$5,000.





