

ISA CAS Coordinator
Job Description

The CAS coordinator is the nominated member of staff who facilitates understanding of CAS and oversees the effective implementation of CAS experiences, working directly with students, staff, and CAS supervisors. The CAS coordinator is responsible for reporting the progress of CAS students to the parents and DP coordinator, and is ultimately responsible for determining if students have met the aims and requirements of the CAS programme set down by the IB in the *Creativity, activity and service guide*, 2015.

In relation to	Expectations
Students	● Representing CAS as a positive and enjoyable programme ● Informing students of CAS program requirements and expectations ● Ensuring students have a balanced CAS programme with diverse opportunities for self-exploration and growth ● Conducting four individual interviews with students to advise them on their CAS program, projects and experiences ● Preparing and delivering lessons on the various aspects of CAS during Core Time ● Monitoring student portfolios created through Managebac. This includes, approving experiences, providing feedback on student reflections, and ensuring appropriate evidence is provided by the students ● Publicizing CAS related achievements of students in assemblies, on bulletin boards, in the Thistle Talk and other appropriate venues ● Ensuring that students are aware of the CAS opportunities both in school and within the local Aberdeen community ● Ensuring students know and understand the CAS stages and how to apply them in their CAS project ● Educating students on the meaning and purpose of the CAS learning outcomes ● Assisting students with clarifying and developing the attributes of the IB learner profile
Parents	● Informing parents of CAS program requirements and expectations ● Writing comments on report cards about student progress within their CAS programme ● Communicating with parents regarding any student concerns or issues
Faculty	● Providing information, guidance and assistance to staff who are supervisors for students ● Assisting teachers in designing CAS projects that link with their academic subjects ● Providing staff with feedback and support in their role as a supervisor ● Developing strategies to utilize the talents and expertise of teachers
Administration	● Communicating with the administration about the CAS program ● Helping develop and ensuring compliance with policy statements regarding the CAS program
External Entities	● Maintaining contact with outside individuals and agencies for external activities/projects. ● Developing a database of suitable possible CAS experiences and relevant contacts for students

IB Diploma Programme	● Reporting required information to the IB ● Complying with all the requirements of the IB <i>Creativity, activity and service guide</i>, 2015 ● Developing a student CAS handbook ● Participating in the 5 year review of the ISA IB program
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