



## Shanghai Singapore International School

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### **Job Title: Senior School CAS and Service-Learning Coordinator**

#### **Our School:**

Founded in 1996, the Shanghai Singapore International School aims to develop each student into a responsible global citizen, with a strong sense of character preparing them for success in any life or career path they may choose. Our philosophy, vision, and mission is to educate students in an environment that will not only equip them with a high level of content skills and information, but also help them to learn the behaviors associated with global citizenry and the concept of being humanitarians and caring individuals.

#### **Purpose:**

The CAS (Community, Action, Service) and Service-Learning Coordinator role is to support the successful planning, implementation, and provide oversight of a high-quality CAS and Service-learning programme from G7- G12.

**Reports to:** Senior School Principal.      Assistant Principal      IBDP Coordinator

**Organisational relationships:** Curriculum Coordinators      RAPS Coordinator  
Director of Communication      Form Teachers      Heads of House  
Subject Teachers

**Teaching Hours:** 16 hours a week

#### **Key Accountabilities:**

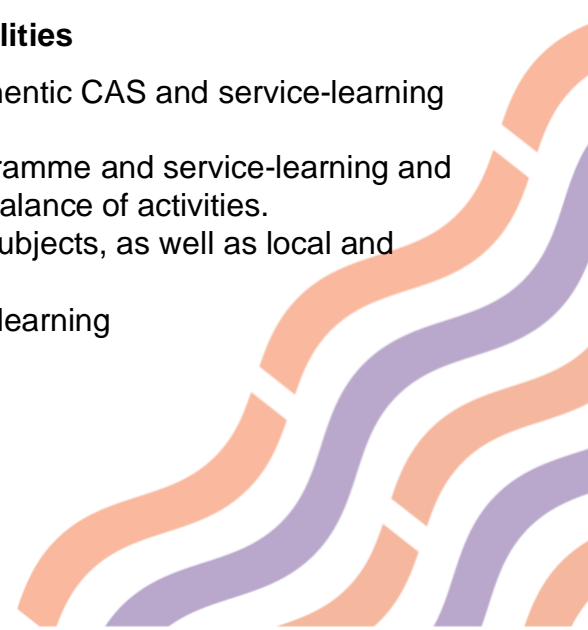
##### **1. General Responsibilities:**

- Possess strong organisational and management skills;
- Have a deep knowledge and understanding of the IB Diploma Programme;
- Have extensive experience In service learning;
- Be dedicated, resilient and have excellent time management skills;
- Strong interpersonal and communication skills and the ability to build relationships with students, families, and colleagues;
- Have a positive attitude and approach to change, and development;

##### **2. CAS and Service-Learning Coordinator Key Responsibilities**

- Motivate, inspire, and encourage students towards authentic CAS and service-learning participation.
- Ensure students are well informed about the CAS programme and service-learning and assist them in making informed decisions, including a balance of activities.
- Help students, parents and staff make connections to subjects, as well as local and global issues.
- Provide guidance and mentorship for CAS and service learning

Updated May 2022





- Work closely with the Assistant Principal, RAPS Coordinator, Curriculum Coordinators and Form Teachers to communicate service-learning opportunities to students through assemblies and form time.
- Track and provide oversight of all CAS and service-learning activities across the Senior School
- Maintain and build relationships with individuals and agencies providing service-learning experiences for the students.
- Support the reflection process for service-learning throughout the Senior School.
- Create close relationships with the IBDP, TOK, EE, IGCSE and CLSP Coordinators to connect all aspects of service-learning throughout the Senior School.
- Ensure up-to-date communication between the IB and SSIS with respect to CAS requirements, key issues and developments.
- Share current IBDP CAS and service-learning trends, including global citizenry with the SSIS community.
- Advocate for CAS and Service-learning opportunities throughout the school year.
- Administer the SSIS ManageBac CAS site, maintain records of CAS activities and report to the IBO as required.
- Inform the IBDP Coordinator and Senior School Principal to any problems with individual students or activities.
- Responsible for monitoring the CAS budget.
- Design and implement regular information sessions for teachers, parents and students as needed.
- Work with the Director of Communications to identify CAS opportunities and share students' achievements with the SSIS community.

### **Qualifications and experience required:**

- An experienced teacher with a passion for developing CAS and service learning
- Experience in coordinating or providing oversight of service-learning activities
- Experience of working in and/or managing a high performing team.
- Excellent written and verbal communication skills.
- Cross-cultural experience/understanding a plus.

Updated May 2022

