



Port Chester-Rye Union Free School District

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Dr. Edward A. Kliszus
Superintendent of Schools

POSTING

DATE: June 3, 2019
FROM: Edward A. Kliszus, Ph.D., Superintendent
TO: All Instructional Staff
RE: Anticipated Openings

High School - Creativity Action Service (CAS) Advisor Job Description

The role of the CAS Advisor is to provide students with mentoring and advice. The CAS Advisor will be responsible for the following:

- ensure that all students are clearly informed about the rationale for CAS in such a way that they fully understand its aims and objectives, and how they will benefit from it.
- ensure that parents are fully informed about the importance, rationale and requirements for CAS.
- establish a broad CAS structure, giving the opportunity for each student to engage in varied, challenging and meaningful activities both inside and outside school.
- work with students to identify and plan worthwhile activities within and outside the school and allow students to create their own activities appropriate to the overall objectives
- meet with Diploma Program (DP) students on a weekly basis to monitor their CAS activities and keeping them on track to meet their CAS requirements.
- monitor the range and balance of activities undertaken by individual students
- develop students' powers of reflection through group discussion and individual consultation
- read/respond to student diaries/journals
- ensure appropriate records are kept of students' CAS participation
- keep up to date on all developments in CAS requirements
- propose ideas and suggestions on the development of the CAS program
- ensure that all students fulfill the CAS requirements according to International Baccalaureate Organization guidelines
- ensure the DP Supervisor is fully informed of CAS progress and of any students 'at risk'

The contractual rate of \$42 per hour applies for up to a total of 80 hours. Candidate must possess the ability to communicate effectively with parents, students, and other constituent groups.

Send letters of application to Dr. Edward A. Kliszus by Monday, June 17, 2019. If using e-mail, please send a copy to cmaggi@pcrufsd.org. EOE

S. Clohessy	T. Memoli	Board of Education	General Public	J. Ryan
J. Durney	High School	King Street	Edison	L. DeChiara
Middle School	Park Avenue	Kennedy	P. Swift	F. Orozco
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