
OYIS highly values the safety and wellbeing of our students. All employees are expected to take Child Protection training as provided by the school. Background checks are also conducted on all adult employees and volunteers of the school.

Welcome to Osaka YMCA International School (OYIS)! Located in central Osaka, OYIS is a non-profit day school offering the IB PYP, MYP, and Diploma Programme. With 340 students from 34 countries, we foster a warm, inclusive community built on family, empathy, and learning. Accredited by WASC and a member of EARCOS, we deliver a world-class IB education while prioritizing individual needs.

Whole School Action and Service Coordinator

Job Overview:

The Whole School Action and Service Coordinator oversees action and service learning across the PYP and MYP, as well as leading the DP's Creativity, Activity, and Service (CAS) program). This role ensures that action and service learning is a cornerstone of the school's educational approach, fostering meaningful connections between students and their local and global communities. The Whole School Action and Service Coordinator works as part of a dynamic team of action and service learning coordinators and curriculum coordinators, collaborating with passionate educators and students to build connections with the greater community and inspire a culture of service.

Requirements:

- Bachelor's degree in education or related field (Master's degree preferred).
- Strong knowledge and experience with an IB program, particularly CAS.
- Deep knowledge and experience with the DP program.
- Proven experience in developing and managing action, service learning, or extracurricular programs.
- Experience in managing or leading teams.
- Excellent organizational and time-management skills, with the ability to manage multiple projects and meet deadlines.
- Collaborative mindset, with strong interpersonal and communication skills for working with students, staff, and external partners (i.e. Osaka YMCA, YMCA Japan, ACCJ).
- Work flexible hours, including evenings and weekends, with additional time compensation.

Preferred Qualifications:

- Previous experience as a CAS Coordinator or IB Programme Coordinator.
- Experience working in international schools.
- Experience with service learning, community outreach, or experiential learning programs.

Key Responsibilities:

- **Whole-School Action and Service Program Development:**
Design and implement a comprehensive, school-wide Action and Service program that promotes action and service learning for students from early childhood through high school. Ensure that Action and Service is integrated into the overall educational experience, in alignment with IB expectations.
- **Collaboration with IB Coordinators:**
Work closely with the Primary Years Programme (PYP), Middle Years Programme (MYP), and Diploma Programme (DP) Coordinators to ensure Action and Service is effectively incorporated into the curriculum and that students meet IB requirements.
- **Student-Led Initiatives:**
Guide teachers in mentoring students to lead meaningful initiatives that focus on empowering students to take ownership of Action and Service projects, fostering a sense of agency, and ensuring their voices are integral in planning, decision-making, and execution.
- **Teacher and Staff Collaboration:**
Collaborate with teachers and other staff to embed Action and Service learning opportunities into classroom activities and extracurricular programs, fostering a culture of service throughout the school community.
- **Events and Activities:**
Plan, coordinate, and participate in school-wide Action and Service events and activities, including evening and weekend commitments, such as service learning trips, community projects, and exhibitions.
- **Creation of "Core", "Action" or "Service Learning" Time:**
Work with school leadership to develop and schedule extended homeroom periods, referred to as "**Core**", "**Action**" or "**Service Learning**" blocks, to provide dedicated time for CAS-related activities. These extended periods will ensure that students have structured time to plan, execute, and reflect on their service learning projects.
- **Team Leadership:**
Manage a small team of faculty members responsible for working directly with students on their CAS portfolios, projects, and meeting CAS requirements. This includes coordinating their activities, providing guidance, and ensuring students receive appropriate support in their CAS endeavors.
- **Teaching Responsibilities:**
In addition to CAS coordination, the CAS Coordinator will teach up to three

courses/levels. This includes preparing and delivering lessons, assessing student progress, and contributing to the academic development of students in their assigned subjects. oyis.org

- **Documentation and Reporting:**

Maintain detailed records of student CAS experiences, ensure timely submission of CAS portfolios, and provide regular reports to the IB coordinators on CAS progress and compliance with IB standards.

- **CAS Project Support:**

Guide students in identifying and engaging in meaningful CAS projects that align with their interests and community needs. Provide individual mentoring and support to students to help them achieve their CAS goals, particularly in the DP years.

- **Community Engagement:**

Build and maintain relationships with local and international community organizations (including Osaka YMCA and YMCA Japan) to create meaningful service partnerships that offer authentic learning experiences for students.

- **Professional Development and Training:**

Provide ongoing training for teachers and staff on Action and Service related topics and stay updated on IB CAS requirements through professional development.

Application Process: Interested candidates should submit a cover letter and resume to employment@oyis.org. Applications will be accepted until March 20, 2025.