

**COORDINATOR****INTERNATIONAL SCHOOLS ACTIVITIES CONFERENCE (ISAC)**

Mission: Is responsible for the coordination of ISAC activities of EIS.

Under the direct supervision of and in close coordination with GESM and EFM Directors of Administration and Finance and Headmasters.

Collaborates with GESM and EFM student affairs coordinators

Tasks and responsibilities:

- Represents EIS at ISAC meetings and tournaments.
- Spearheads the organization of ISAC tournaments in school.
- Organizes the participation of EIS at ISAC tournaments.
- Liaisons between and among the actors involved – ISAC organization, school officials, parents, students.
- Consults and coordinates with headmasters and administrators concerning schedules and budgets.
- Observes company rules and regulations in securing necessary cash funds for the activities within approved budgets as defined by both headmasters/administrators.
- In coordination with both schools' sports teachers, supervise and control of extra-curricular sports equipment – safety, maintenance, hygiene – with regular check-ups by a specialized and accredited company to make sure that safety standards are respected.
- Perform other duties and functions as may be required by both schools.