

Position Description

Position: IB Diploma Coordinator

Reporting Relationship: Secondary Principal

Working Relationships: IB Coordinators, Vice Principal (Academic), Faculty, Students

Description

Serve as designated IB programme coordinator for the IB DP and coordinate the planning, teaching and assessment of the programme as a part of the Secondary leadership team.

Specific Responsibilities

- International Baccalaureate (IB) Related Duties:
 - Act as a school liaison with the IBO and School Manager
 - Keep complete records of IB DP publications on file and distribute them as necessary
 - Communicate with the IB, keeping copies of all correspondence, including forms, documents, emails and reports
 - Notify the finance department of IB payment deadlines
 - Organize the formal procedures for internal assessments and examinations; ensure appropriate conditions, procedures and deadlines for the conduct of the internal assessments and examinations are followed.
 - Prepare all documentation necessary for IB entry (ex. Entering information into IBIS, uploading Internal Assessments, etc).
 - Update actions plans and coordinate the preparation of the IB DP self-study for program evaluation.

- Duties as one of the three IB Coordinators:
 - Communicate with PYP and MYP coordinators in the school and maintain a network with DP coordinators in other schools in the region.
 - Act with the IB Coordinators and the Director of Teaching and Learning as the final clearance for all ISD curriculum documents posted on ManageBac.
 - Meet regularly with the three IB Coordinators and the to review all newly developed units of study so as to ensure quality and consistency of each unit and the vertical alignment of the curriculum.

- Student related duties:
 - Teach a reduced load within the IB Diploma Programme.
 - Oversee and support CAS activities and record keeping.
 - Arrange for portfolios of achievement, records of achievement and distribution of DP certificates
 - In consultation with college counselors and admissions, accommodate transfer students by liaising with former/receiving schools and accommodate late entry students (where possible) to enter the DP.
 - Discuss DP with Grade 9 and 10 students in conjunction with the MYP Coordinator.
 - Schedule Grade 10 students moving into the DP and consult with Grade 10 teachers on the suitability of their course placement choices.
 - Keep records of individual students in the IB Diploma Programme.

- Oversee the students' Extended Essay (assign supervision).
 - Coordinate DP student activities and events.
- Public Relations Duties:
 - Co-ordinate the promotion of the DP within and outside the school and ensure parents and students understand the requirements of the programme.
 - Provide parents comprehensive information on the DP and communicate the DP assessment criteria (eg. Parent Evenings, brochures, letters, etc.).
 - Coordinate appropriate and ongoing DP displays of student work.
 - Duties shared with the Leadership Teams (Secondary Principal, Heads of Department, Librarian, Counselors):
 - Oversee, in consultation with the Leadership Teams, those aspects of the Strategic Plan pertinent to the implementation and operation of the DP.
 - Hold regular meetings of the Leadership Teams as required to oversee the implementation of the plan.
 - Attend meetings of the Leadership Teams regularly.
 - Keep Secondary Principal and other Administration informed of all developments relating to the Diploma Programme within and outside the school.
 - Identify and recommend staff for participation in DP training, in consultation with Heads of Department, to the Director of Teaching and Learning.
 - Assist the Heads of Department in selecting the appropriate textbooks, classroom resources and facilities
 - Assist the librarian in selecting appropriate resources for the DP.
 - Organize, in consultation with the Leadership Teams, internal assessment and standardization of internal assessment as per DP criteria.
 - Assist in the development of Progress Reports, Report Cards and Transcripts that are consistent with the DP.
 - Duties Related to Teachers:
 - Co-ordinate staff participation at DP workshops and facilitate professional development activities.
 - Organize and provide professional development opportunities for newly appointed DP staff once they are engaged and upon their arrival in Bangladesh.
 - Chair regular meetings with DP teachers to keep them informed of all developments with respect to the Diploma Programme and discuss matters of concern to teachers, students, and parents.
 - Ensure staff have access to complete and up-to-date IB publications and keep staff informed of current DP developments.
 - Set internal deadlines for DP coursework.
 - In consultation with the Heads of Department, regularly visit all DP classrooms to facilitate the development and delivery of DP lessons, model appropriate teaching strategies, and to provide curricular feedback to teachers.
 - In consultation with the Heads of Department, give support and feedback to classroom teachers on appropriate DP assessments.

General Responsibilities & Expectations

- To understand and live the school's mission.
- Contribute positively to staff morale.
- Work as a team player.
- Maintain professional working relationships with colleagues, line managers and administrators.
- Maintain professional relationships with students, parents and staff.
- Take part in all training provided by the school, both internal and external.
- Be prepared to report back about training and/or provide in-service to colleagues.

- Actively participate in the Secondary Staff Evaluation Procedures.
- Represent the school by being a good role model.
- Model the qualities of the IB learner profile and attitudes and be an active member of the learning community.