

COORDINATOR, SECONDARY IB DIPLOMA PROGRAMME

Rev. June 2022

Job No.: C271

Reports to: Principal or designee

Dept./Campus: Assigned Campus

FLSA Status: Exempt

Pay Grade: CA2

Term: 202 days

PRIMARY PURPOSE

To support the International Baccalaureate Diploma Programme (DP) by coordinating and aligning the processes and organization of the DP on the IB campus that will enhance and maximize learning opportunities for students. To provide support for students, parents, teachers, and administrators in all matters related to the IB DP and enable students to develop competencies and skills to be successful on their IB Pathway.

MAJOR RESPONSIBILITIES AND DUTIES

- Serve as the IB DP Advocate for the campus.
- Serve as liaison between district and IBO as well as Texas IB Schools (TIBS).
- Collaborate and coordinate K-12 District IB alignment.
- Coordinate with school principal, dean of instruction, teachers and counselors regarding IB DP.
- Analyze needs and coordinate IB DP pedagogical leadership for IB faculty.
- Coordinate with IB Counselor on scheduling.
- Manage IB Budget.
- Coordinate and chair regular IB faculty meetings.
- Manage various demands of IB DP.
- Manage DP student enrollment process and conduct assessment of student progress.
- Oversee all IB DP Core Elements (TOK, EE, CAS), including planning core curriculum for IB students.
- Manage DP assessments and oversee all IB exam registration.
- Coordinate IB DP events Coordinate with Transportation department for IB student transfers.
- Recruit, counsel, and support prospective and current IB students and parents concerning the DP Program.
- Compile and analyze pertinent data for program evaluation.
- Assist with Master Schedule development to meet the needs of the IB students.
- Coordinate IB DP-related professional learning opportunities for staff, including workshops, site visits, curriculum development and participation in IB committees.
- Coordinate IB DP information to all stakeholders.
- Maintain an IB website for student and parent communications and resources.
- Develop and disseminate timely IB information.
- Ensure understanding of IB DP curriculum and assessment requirements.
- Manage and publish internal IB calendar Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
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- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

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GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education from an accredited university.
- Texas Teacher Certification preferred.
- Completion of IB DP Coordinator training preferred.
- Experience in public education teaching.

Knowledge/Skills/Abilities:

- Knowledge of curriculum and instruction strategies; relevant technology; DP program standards; and state, LISD, and school regulations.
- Skill in communication; organization; problem-solving; critical thinking; and flexibility.
- Ability to present information accurately and clearly; manage multiple priorities and projects; instruct students; and manage student behavior.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.