

The American International School • Vienna
Salmansdorfer Strasse 47
A-1190 Vienna, Austria

t: +43 1 40 13 20
f: +43 1 40 13 25
info@ais.at | www.ais.at

JOB DESCRIPTION

DEAN OF CURRICULUM & IBDP COORDINATOR

QUALIFICATIONS

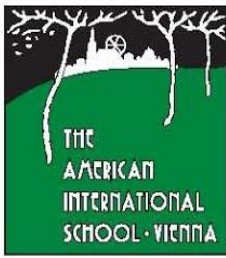
- Prefer a Masters Degree in Education or Administration.
- Prior IB Coordinator experience preferred.
- Relevant administrative credential ideal.
- At least two years' experience in an international school.
- Experience with teacher supervision and evaluation helpful.
- Intimate knowledge of the Understanding by Design framework and standards based assessment are key.
- Highly organized, change positive, patient and effective communicator

JOB GOAL

The Dean of Curriculum & IBDP Coordinator at AIS manages the curriculum from grade 9 through grade 12, including the IB Diploma Programme, to ensure positive outcomes for students. They also work with the Director of Teaching & Learning to ensure an aligned, coherent and effective 9-12 curriculum. The ability to work directly with teachers to activate the curriculum in the classroom is essential.

PERFORMANCE RESPONSIBILITIES

- Support the Director of Teaching & Learning in the development and implementation of the 9-12 curriculum
- Inform parents, students, and faculty of requirements for various diploma programs through evening informational meetings, individual conferences, student meetings, and at faculty meetings.
- With the HS principal, work directly with teachers to ensure a thoughtful instruction of the written curriculum.
- Support counselors in the scheduling of students, Grades 9-12, for the various academic programs.
- Manage the budget line items, including professional development that supports the curriculum and IB program.
- Assist teachers with External and Internal Assessment as well as curricular concerns.
- Support the CAS & EE program with the CAS & EE Coordinators.
- Assist with language tutors and respective requirements for languages studied outside of the AIS curriculum.
- Organize formal orals for all languages and register students for examinations.
- Assist with the submission of predicted grades and marks for internal assessment.
- Assist counselors with the collection of predicted grades for college applications.
- Oversee mock examinations and the May examination session.
- Assist teachers in attending IB workshops.
- Assist students with IB results, legalization of diplomas, and access accommodations.
- Periodic data analysis and reporting on academic program indicators.
- Chair the committee for completing the IB self-evaluation and publish the study.
- Implement the requirements aligned with the standards and practices, which apply to all IB World Schools.
- Work closely with HS Principal on the Academic program.
- Assume other duties as assigned by the High School Principal.



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POSITION SCHEDULE

This is a full-time position (teacher contract), with up to 10 (ten) extra days' duties before or after the school year, paid on a daily basis.

REPORTS TO

The Dean of Curriculum & IB Coordinator reports to the High School Principal.

INTERACTS WITH

- The High School Principal
- Director of Teaching & Learning
- The High School Counselors
- The Learning Specialist
- High School students and parents
- High School Faculty

SUPERVISES

The Dean of Curriculum and IBDP Coordinator Administrative Assistant.

PERFORMANCE EVALUATION

Evaluated by the High School Principal.