

Job Title: IB Diploma Programme Coordinator + HS Teacher

Reports To: Director of Teaching and Learning / Secondary School Principal

Start Date: July 2024

Contract Term: Two years



Position Overview:

The IB Diploma Programme (IB DP) Coordinator + High School Teacher is responsible for the implementation, leadership, and continuous improvement of the IB DP at ISK. This role includes a teaching load of up to two DP subjects, tailored to the candidate's background and expertise. In addition, the coordinator may also assume responsibility as the Extended Essay (EE) Coordinator, depending on experience. The role involves close collaboration with faculty, administration, students, and parents to ensure the successful delivery and development of the IB Diploma Programme.

The IB DP Coordinator will play a key role in teacher professional development, supervision, and evaluation while fostering a collaborative environment aligned with IB principles. The coordinator will also lead parent and community outreach, providing information sessions, regular updates, and promoting international-mindedness throughout the program.

Key Responsibilities:

1. IB Diploma Programme Leadership & Development:

- Lead the implementation, administration, and development of the IB DP in alignment with the IB's mission and the needs of ISK.
- Ensure the school's IB DP curriculum is effectively aligned vertically and horizontally, promoting inquiry-based, concept-driven teaching.
- Provide leadership for the CAS, EE, and TOK components, ensuring their successful integration across all subject areas.
- Collaborate with the Director of Teaching and Learning to maintain a cohesive and articulated program offering in all subject groups, incorporating innovative and stakeholder-driven approaches.
- Foster international awareness and global citizenship across the curriculum.

2. Teaching and Instruction:

- Carry a teaching load of up to two DP classes, with flexibility based on the candidate's expertise and school needs.
- Model and promote exemplary teaching practices aligned with IB philosophies, focusing on best practices in 21st-century learning, inquiry, and assessment.
- Encourage and facilitate interdisciplinary learning and collaboration among teaching staff.

3. Collaboration & Student Support:

- Work closely with the University and Career Counselor to provide tailored academic guidance, supporting the transition of Grade 11 and 12 students through the DP and ISK Diploma Pathway.
- Monitor student progress in IB subjects, TOK, CAS, and EE, identifying students in need of additional academic or pastoral support, and ensure appropriate interventions.
- Actively engage in mentoring and pastoral care of IB DP students, providing individualized attention to their academic and personal development needs.

4. Teacher Supervision & Professional Development:

- Serve as a supervising learning leader, responsible for the evaluation and support of some IB DP teachers through classroom observations, coaching, and professional growth plans.
- Lead regular professional development sessions focused on enhancing instructional strategies, IB standards, and assessment practices aligned with DP principles.
- Guide faculty in the use of assessments and data to drive instruction and improve student and program outcomes.
- Support the ongoing professional development of IB DP staff, encouraging participation in IB workshops, examiner roles, and other growth opportunities.

5. Administration & Communication:

- Act as the primary liaison between ISK and the International Baccalaureate Organization (IBO), ensuring that all program requirements and regulations are met.
- Ensure accurate and timely maintenance of student records and course information in relevant Student Information Systems (SIS) and Learning Management Systems (LMS), such as ManageBac and Google Classroom, to support student progress tracking and compliance with schoolwide expectations.
- Manage the administrative aspects of the IB DP, including candidate registration, internal and external assessments, and compliance with IB deadlines.
- Coordinate and distribute all necessary documentation and information to students, parents, and staff, keeping them informed about key program dates, requirements, and procedures.
- Lead frequent parent and community information sessions to ensure a clear understanding of the IB DP, and provide ongoing support for parents and students navigating the program, including in the summer when world exam results are posted.

6. Program Evaluation & Data Management:

- Collect and analyze student achievement data to assess the effectiveness of the IB DP at ISK, using insights to recommend program improvements and inform teaching strategies.
- Prepare and present reports on student performance, program outcomes, and recommendations for improvement to the school leadership and faculty.

- Collaborate with other program coordinators in the school, CEESA region, and globally to ensure the alignment of the IB DP with broader initiatives and goals.

Qualifications and Experience

- **Educational Background:**
 - Bachelor's Degree in Education, Education Administration, or Curriculum Studies from an accredited institution (Master's Degree preferred).
- **IB Experience:**
 - Extensive experience with the IB Diploma Programme (IBDP) and familiarity with the IB Middle Years Programme (MYP) and Primary Years Programme (PYP).
 - Successful IBDP teaching experience, preferably within an international school setting.
- **Professional Development:**
 - A continuing record of professional development in education and the IBDP.
 - Recent IBDP Coordinators Training is preferred.
- **Interpersonal and Leadership Skills:**
 - Excellent interpersonal skills and the ability to work collaboratively with faculty, students, and the wider school community.
 - Strong organizational skills with attention to detail, capable of managing multiple tasks and deadlines efficiently.
- **Certifications and Language:**
 - Valid teaching certification from the country of training.
 - Proficiency in English, both written and spoken.

ISK is committed to fostering a diverse and inclusive environment. We encourage individuals from all backgrounds to apply, even if you don't meet every qualification listed. At ISK, we value diverse perspectives and experiences, so if you're excited about this role but feel your experience doesn't perfectly align with the qualifications, we still encourage you to apply. You may be the perfect fit for this or other roles. All appointments are subject to satisfactory criminal background checks.