

INTERNATIONAL BACCALAUREATE WORLD SCHOOL COORDINATOR

QUALIFICATIONS

A. REQUIRED

- Bachelor's degree in Education
- Valid Arizona Secondary teaching certificate
- Any equivalent combination of training, education or experience that meets the minimum qualifications and state certification requirements

B. DESIRED

- Valid Arizona administrative certificate
- Experience teaching in a multicultural setting
- Experience in Marketing
- Experience teaching in an International Baccalaureate Organization (IBO) program
- Training in IBO

SUMMARY

Responsibilities include the management and administration of the International Baccalaureate (IB) Diploma Programme. The IB World School Coordinator works closely with curriculum leaders, college counseling and special education services to support students and teachers to maximize student attainment.

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- Provide and facilitate staff development activities, to coordinate and implement the program. Facilitate the writing of the integrated units of study.
- Serve as the liaison with the International Baccalaureate Organization (IBO) office
- Prepare and submit all IB applications
- Facilitate IBO visitations
- Attend workshops and regional meetings to remain current in IB matters and best teaching/learning practices
- Contribute to the promotion of the IB Diploma Programme both within and outside the school
- Ensure efficient administration of the Creativity, Action, Service (CAS), Extended Essay and Theory of Knowledge (TOK) components of the IB Diploma programme
- Assist in creating a centralized calendar of key dates of internal and external assessments
- Develop and review handbooks and brochures and other promotional material
- Ensure students are registered for IB course and component elements
- Ensure conduct during IB examinations
- Send examination answer scripts to the IB as required at specified time periods
- Organize distribution of results
- Provide analysis of results to help guide teaching and learning
- Serve as a resource for subject area leaders
- Coordinate participation in Diploma workshops and other professional development

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- Communicate regularly with District and Site administration
- Assist in the hiring, training and scheduling of new teachers with regards to the IB
- Ensure support for new Diploma teachers
- Document subject area hours
- Advise students on subject selection
- Ensure students are up to date on programme requirements and regulations
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties and responsibilities as assigned.

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to instruct, present, convey, discuss and exchange information
- Ability to detect, distinguish, identify, recognize, inspect and discern
- Ability to move about the classroom and the campus
- Ability to develop, implement and evaluate plans
- Ability to manage classroom organization, time, space and behavior
- Ability to perform functions from written and oral instructions and from observing/listening to others
- Ability to sit for extended periods of time
- Ability to lift, reach, stoop, bend, twist and to hold and grasp objects
- Ability to use a blackboard, easel, bulletin board, and chalk and markers to print
- Ability to use office and instructional equipment such as telephones, computers and other forms of technology
- Ability to withstand adverse weather conditions if required to perform duties outdoors
- Ability to communicate effectively with the public, employees, children and parents
- Ability to exercise judgment in accordance with established procedures
- Ability to work in small, cramped or confined spaces
- Ability to work alone and as part of a team
- Ability to perform tasks requiring manual dexterity, such as setting up and operating equipment