

## **JOB DESCRIPTION**

TITLE: IB Diploma Program Coordinator (with Teaching Responsibilities TBD)

REPORTS TO: High School Principal

CONTRACT DAYS: 190 Days

WORKING HOURS: Sunday through Thursday: 7:45 a.m. to 4:00 p.m. Normal hours will be adjusted as need dictates and may be greater at certain times of the year.

## **RESPONSIBILITIES:**

The IBDP Coordinator is a member of the High School Leadership Team and has the overall responsibility for coordinating the Diploma Program. Administrative support is offered to the IBDP Coordinator by the High School Registrar.

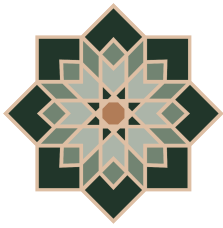
## **DAILY DUTIES / TASKS:**

- International Baccalaureate Organization (IBO) (and Managerial) Duties:
  - Act as a school liaison with the International Baccalaureate Office.
  - Keep complete records of IBO Diploma Program publications on file and distribute them to faculty as necessary.
  - Communicate with the IBO, keeping copies of all correspondence, including forms, documents, emails and reports.
  - Notify the Business Office of IBO 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.
  - Manage the school's IB Information System (IBIS) portal and ensure all requirements and deadlines are met.
  - Manage and Oversee budget for both the IB Program and Faculty Training and Development
  - Act as liaison with other IBDP Coordinators in the UAE and the MEIBA region.

### Student-Related Duties:

- Teach a reduced load (60% depending on High School programmatic needs, including some DP courses).
- Coordinate IBDP core.
- Oversee and support the CAS Coordinator and monitor the procedures for CAS activities and record keeping.
- Arrange for a smooth transition of portfolios and records for Diploma students leaving school.
- Support DP students who are transferring schools
- Discuss the DP with Grade 10 students and parents in partnership with the Counseling Team.
- Keep records of individual students in the DP.
- Oversee the Extended Essay process students (assign supervisors, coordinate deadlines and ensure they are met).
- Establish schedules for IB Mock and May examinations, ensure secure venues, assign invigilation duties and arrange for proper training of invigilators when needed.
- Coordinate DP student activities and events such as IB workshops and CAS and EE presentations.
- Inform students of IB opportunities outside school, such as revision courses.
- Set guidelines for students struggling with DP and provide counseling for Diploma students in conjunction with the Counseling Office.





- **Teacher-Related Duties:**
  - Coordinate faculty participation at DP workshops and facilitate professional development activities.
  - Organize and provide professional development opportunities for newly appointed DP faculty once they are engaged or upon their arrival in Abu Dhabi.
  - Ensure faculty has access to complete and up-to- date IBO publications and keep staff informed of current DP developments.
  - Coordinate internal deadlines for DP coursework.
  - Share results from IB exams with teachers and advise on changes needed to the program based on these results.
  - Organize mini-training activities on IB core components during Divisional meetings (e.g., ToK and Learner Profile integration, etc.).
  
- **Public Relations/Parent-Related Duties:**
  - Coordinate the promotion of the DP within and outside the school, and ensure parents and students understand the requirements of the program.
  - Provide parents with comprehensive information on the DP and communicate DP assessment criteria.
  - Coordinate appropriate and ongoing DP displays of student work.
  - Submit or present IB results as needed to parents, Board of Trustees etc

**SKILLS and QUALIFICATIONS:**

- Bachelor's Degree with a valid teaching certificate/license in relevant content area
- Minimum of four years, full time teaching experience in relevant content area
- Previous IB Coordinator experience
- Teaching experience in a 1-to-1 digitally-rich environment
- Experience in an international setting
- Ability to establish and maintain effective relationships with students, parents and colleagues
- Ability to prioritize, meet deadlines and work effectively under pressure.

