

## **IB Diploma Coordinator**

### **Job Description**

**Title:** IB Diploma Coordinator

### **Main Objective:**

To ensure the effective administration of the School's IB Diploma Programme by conducting quality assurance of teaching and learning, providing pedagogical leadership, and contributing to the promotion and development of the IBDP.

### **Key Relationships:**

- Executive Principal
- IB team (including IB teachers and CAS Coordinator)
- Head of MYP
- Heads of Department
- Whole School Coordinators

### **Specific Responsibilities:**

Responsibilities include, but are not limited to, the following:

### **General Duties**

- Be responsible for all communications with the IB offices.
- Record all communication, forms, documents, and reports from the IB.
- Record and distribute where necessary, all IB publications.
- Ensure that appropriate student records are maintained.
- Contribute to the promotion and development of the IBDP both within and outside the School.
- Attend workshops and regional meetings.
- Ensure that appropriate textbooks, resources, and facilities are made available.
- Organize internal assessment and moderation of internal assessment, according to the Diploma criteria.
- Develop and review handbooks and brochures and other informational material.
- Support the Executive Principal on curriculum developments within the IBDP.
- Collaborate on curriculum development in the MYP with the MYP Coordinator to prepare for transition to DP
- Carry up to 50% of a full-time teaching load in the IBDP.

### **Examinations**

- Ensure that students are registered for examinations.
- Ensure conduct of examinations (written and oral) and visiting examiners.
- Ensure that all internal assessment materials are sent to respective examiners.

- Send examination answer scripts to IB examiners on time.
- Report examination irregularities.
- Organize distribution of results.
- Work with school leadership to analyze results and adjust programme delivery as necessary.

## Teaching

- Carry 50% of a full-time teaching load in IBDP subject of expertise.
- Ensure that all teachers are suitably qualified and trained in accordance with IB requirements.
- Conduct regular meetings with IB teachers.
- Provide support and information to teachers new to the IB, especially in pedagogy and assessment.
- Conduct quality assurance of the delivery of the IBDP.
- Ensure that teachers have access to most up-to-date publications.
- Ensure that teachers have information on current Diploma Programme developments.
- Coordinate participation in Diploma workshops and professional learning.
- Inform all concerned about assessment procedures and deadlines.
- Ensure that all documents are completed on time.
- Prepare timelines for submission of work to the IB.
- Rationalize timelines for students. Ensure the efficient administration of the CAS, extended essays and TOK programmes.

## Students

- Ensure that all students are clear about the requirements of the IB Diploma Programme and are updated as changes arise.
- Inform Year 10 and 11 students about the IB requirements.
- Advise students on subject selection.
- Monitor students' progress and coordinate support for those experiencing difficulty.

## Parents

Provide comprehensive information to parents about the Diploma Programme

Organize parent meetings to:

- Advise parents on the suitability of the IB Programme for their child(ren).
- Inform parents about the requirements of the IBDP.
- Notify parents about their child(ren)'s progress.
- Keep parents updated of their child(ren)'s progress in all subjects, the Extended Essay, and the CAS programme.

## **Selection Criteria**

### **Essential Qualifications:**

- Bachelor's degree
- In-depth knowledge of and familiarity with IB standards and practices
- Experience leading and managing staff
- Experience teaching in the IB programme
- Ability to work collaboratively with faculty, staff, administration, students, families, and key contacts at other organizations
- Excellent written and verbal communication skills, with the ability to communicate persuasively with faculty, students, and parents alike
- Excellent analytical skills
- Dedication to academic excellence
- Ability to work independently and as part of a team
- Positive attitude, flexible approach, excellent organisational skills

### **Desirable Qualifications:**

- Experience in an international school
- Masters degree