

DP Coordinator Job Description 2026-2027

Title: DP Coordinator

Term: Full Time (Leadership with a Part Time Teaching Load)

Aoba Salary Scale: Based on the Faculty Salary Schedule for Coordinators

Reports to: Head of School via the Bunkyo Head of Campus

Description: The IB Diploma Programme (DP) Coordinator is a critical member of the leadership team, responsible for ensuring the effective implementation, administration, and development of the IB Diploma Programme in alignment with the school's vision and mission. This includes oversight of DP curriculum planning, professional development, assessment procedures, and fostering collaboration among stakeholders to maximize student success for both the Bunkyo physical and the online campuses

Overarching Responsibilities:

Programme Administration and Leadership

- Serve as the pedagogical leader of the DP, ensuring alignment with IB standards and practices.
- Oversee the development and implementation of curriculum documentation, including subject-specific and interdisciplinary approaches.
- Coordinate all aspects of IB administration, including student registrations, examinations, and compliance with IB regulations.
- Collaborate with the Senior Leadership Team on strategic planning and continuous improvement initiatives.

Professional Development

- Plan and deliver professional learning opportunities to support teachers in meeting IB requirements.
- Guide the induction of new teachers, ensuring a smooth transition into the DP framework.
- Promote collaboration among DP teachers to maintain high teaching standards and student outcomes.

Examinations and Assessment

- Organise internal and external assessments, ensuring compliance with IB guidelines.
- Maintain secure handling and dissemination of examination materials and results.
- Counsel students on assessment policies, including academic honesty and examination procedures.

Stakeholder Communication

- Act as the primary point of contact for all DP-related matters, liaising with students, parents, teachers, and the IB organization.
- Conduct parent workshops to enhance understanding of the DP, including its core components (CAS, EE, and TOK).
- Collaborate with university guidance counsellors to support student transition to higher education.
- Ensure clear communication with the Head of School, Head of Campus - Bunkyo, and key personnel about programme developments and needs.

Student Management

- Advise students on subject selection and academic pathways within the DP framework.
- Monitor student progress, providing support to ensure academic success.
- Foster a positive learning environment that reflects the IB Learner Profile.

Resource and Budget Management

- Manage the DP budget, ensuring appropriate allocation for resources, training, and operational needs.
- Identify and procure necessary resources to enhance programme delivery.

School-wide Collaboration

- Work closely with PYP and MYP coordinators to ensure continuity and progression across IB programmes.
- Contribute to whole-school initiatives that align with the school's mission and values.

Other Duties

- Perform other duties as assigned by the Head of School.

Qualifications, Skills and Experience:

- Minimum of 5 years of teaching experience within the IB DP framework.
- Prior experience as a DP Coordinator or in a similar leadership role preferred.
- Comprehensive knowledge of IB standards, practices, and assessment methodologies.
- Bachelor's degree in Education or a related field; a Master's degree is an advantage.
- Proven ability to lead and inspire teams, with excellent organizational and communication skills.

Performance Review:

The IB Diploma Programme Coordinator's performance will be reviewed annually against the following criteria:

- **Effectiveness in leading and developing the IB Diploma Programme**, ensuring alignment with IB standards and practices.
- **Positive feedback from students, staff, and the school community** regarding programme outcomes, including student academic success and stakeholder satisfaction.
- **Contribution to school-wide academic and cultural initiatives**, particularly in promoting the IB ethos and learner profile.
- **Evidence of professional growth within the DP teaching team**, fostering collaboration and a commitment to high-quality teaching practices.

Regular feedback will be provided through monthly leadership meetings, and professional development opportunities will be offered to support the Coordinator's ongoing growth and success.

A-JIS BELIEVES

- that each employee makes a significant contribution to our success
- that contributions should not be limited by the assigned responsibilities

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor A-JIS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Acceptance of Job Description:

I have read and understood the job description for the DP Coordinator role. I agree to perform the duties outlined and adhere to the expectations and responsibilities described.

Employee Name: _____

Employee Signature: _____

Date: _____