



IB Coordinator

DIVISION

High School

HIRING MANAGER

High School Principal

POSITION DESCRIPTION

Full Time (2-Year Initial Contract)

POSITION OVERVIEW

The IB Coordinator provides strategic and operational leadership for the International Baccalaureate Diploma Program in the High School. The position focuses on ensuring alignment with IB standards and practices; supporting teachers in curriculum, assessment, and moderation; and guiding students and families throughout their Diploma experience. The Coordinator oversees compliance, documentation, exam administration, and communication with the IB, and works closely with school leadership to ensure that the program reflects ISB mission and values. The IB Coordinator role is allocated as a 60% assignment; the position will also include a 40% assignment that may involve teaching, coordinating other academic programs, or supporting the schoolwide CAS model.

SCHOOL OVERVIEW

ISB was founded in 1951 as the first international school in the Kingdom of Thailand. Since our inception we have provided access to an American curriculum education for those wishing to matriculate to the finest global universities. We are proudly international and serve a community representing over 60 nationalities.

At ISB, we believe that all students are able to learn at the highest levels when nurtured in a community of high expectations and incredible support. We're seeking educators who are excited by the challenge of honoring each child's unique ability and inspires our students to be curious, engaged, and committed to their learning journey.

We are inspired by a future of endless possibilities and are eager to embrace the opportunity to shape what's next. We are a school seeking continuous improvement and share a collective commitment to continuously pursue meaningful growth in our diverse and dynamic community. If you dare to dream, have the courage to begin, and the determination to transform learning for our students we invite you to learn more about our shared vision and the exciting opportunities ahead.

Safe Recruitment Statement

At ISB, student safety and well-being are our top priorities. We are committed to safeguarding children and young people, and expect all staff and volunteers to share this commitment.

As part of our recruitment process, applicants undergo thorough checks, including identity and qualification verification, professional references, and comprehensive background screenings (criminal, civil, and social media). Additional checks may be conducted as needed to ensure the highest standards of due diligence.

Culture of Connection

At ISB our strength is our community. We value the very nature of being an international school that engages with a spectrum of cultures and identities. As a community, we are committed to fostering connection that is centered around respect and the celebration of differences. ISB stands firmly against all forms of discrimination and fosters an inclusive culture that prepares our thinkers to thrive within a cosmopolitan and ever evolving future.

POSITION RESPONSIBILITIES

ISB's Community of Practice

ISB is a Professional Learning Community built on a deep commitment to collaboration. We rely on every educator to actively engage in this work, using student evidence to guide decisions and respond to the evolving needs of our learners. Together, we ensure that all students achieve at high levels and make at least a year of growth. Each leader's role in this shared effort is essential to realizing that commitment.

We see education as a journey of continuous improvement and are seeking dedicated, student-focused educators to join us. ISB strives to be a model of excellence, continually evolving to prepare students for both their present and future. By working together, we will enhance the learning experience and ensure every student thrives.

Leading the Learning

Leaders at ISB:

- Provide meaningful, intentional learning opportunities and program leadership aligned with the practices, standards, benchmarks, and learning outcomes of the ISB curriculum, along with its Vision, Mission, Core Values, and Community of Practice
- Actively participate in collaborative team meetings with a growth mindset and focus on improving learning for all students
- Partner with teachers, counselors, administration, and other staff to ensure care and support for the social, emotional and learning success of students
- Assess student learning and provide strategic goals to improve student learning
- Use a data informed approach to make program decisions
- Engage in professional development to ensure research-supported practices in the instruction and care of children are used at ISB
- Communicate directly and collaboratively with parents or guardians to positively improve student learning and/or well-being
- Positively contribute to school culture through positivity, care for others, and shared sense of purpose and community
- Maintain a mindset of high expectations facilitated through systems of high support

IB DP Coordinator Duties and Responsibilities

- Serve as primary liaison to the International Baccalaureate Organization
- Manage the IBDP program, including budgeting, scheduling, and other resource allocations
- Lead the IB program evaluation and review processes
- Coordinate IBDP assessment, language, academic integrity, and inclusion policies
- Maintain accurate IBDP student records and monitor student progress
- Coordinate the examine administration for the IB Program and other school based exams
- Lead professional development and training for staff, students, and families
- Generate reports outlining IBDP program results and strategic areas for growth
- Participate in the recruitment and training of IB teachers and exam proctors
- Serve as the site based coordinator for Pomoja, GOA, Kognity, and other online learning sites
- Coordinate the school-based deadline and assessment calendar
- Support scheduling, teacher assignments, and student placement in the IB program
- Celebrate student learning results
- Other duties as assigned

POSITION REQUIREMENTS & QUALIFICATIONS

The ideal candidate will:

- Hold a valid teaching license or certification; leadership certificate (preferred)
- Demonstrate a track record for excellent leadership and organizational skills
- Demonstrate excellent interpersonal and communication skills
- Have extensive experience teaching and/or examining in the IB Diploma Program
- Have interest and experience in developing the IB Core
- Have experience in CAS coordination, service learning, academic program development, and/or teaching TOK
- Have experience facilitating the curricular articulation between Grades 9 to 12
- Have conducted program reviews and/or accreditation processes (preferred)
- Have experience designing learning showcases, cross-disciplinary academic initiatives, pathways, or signature programs (preferred)
- Have experience with, and a belief in, an inquiry approach to teaching and learning
- Have experience using data to inform program development
- Have experience working in a Professional Learning Community (PLC)
- Be Invested in pedagogical best practice and alignment with current educational research
- Model the ISB Professional Standards of Integrity, Responsibility, Respect, Care, Collaboration, and Commitment
- Demonstrate open mindedness and warmth within a philosophy of care
- Exhibit an appropriate sense of humor

WORKING REQUIREMENTS

- Evening and weekend commitments to support school events
- Active engagement in the curricular and co-curricular life of the school
- Chaperoning and/ or leading international and local student trips and learning activities
- Supervision duties during the school day and on evenings and/or weekends

TERMS OF EMPLOYMENT

- Two year initial contract including competitive salary and benefits package
- First year teacher contract is 193 days (additional time for onboarding), second year onward, 189 days (181 student contact days and 8 professional learning)
- All candidates must pass stringent background checks, particularly in areas of child safeguarding.



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