

International Baccalaureate Coordinator_2012

Job Description

The following description provides a general guideline for the responsibilities of the IB Coordinator. The list is neither exhaustive nor static at TMSE. Specific responsibilities are classified into groups as follows:

- Documentation
- Professional Development
- Curriculum Design
- Resource Allocation
- Communication

100% of the coordinator's time will be spent developing all phases of the PYP from the documentation to the development of teachers and communication to all stakeholders.

Documentation-

1. Establish and maintain a record of completed planners
2. Publish current Program of Inquiry(hard and electronic copies)
3. Ensure the implementation of Essential Agreements for assessment and reporting processes
4. Maintain open communication with liaison provided by IBO

Professional Development-

1. Participate in and lead faculty in all applicable in and out of school professional development related to the PYP
2. Make faculty aware of ongoing professional development opportunities
3. Assist faculty and teams in developing and documenting student inquiries(portfolios)
4. Lead students and teachers in the execution of exhibition2013(grade 5)

Curriculum Design-

1. Collaborating on a weekly basis with classroom teachers for planning
2. Collaborating bimonthly with fine arts for integrated instructional planning
3. Verify all three areas of the curriculum(taught, learned, assessed) weekly
4. Support the integration of technology into the planners throughout the Program of Inquiry
5. Lead in the development and documentation of the POI

Resource Allocation-

1. Recommend resources for the implementation and support of the POI
2. Merge the development the PYP and Continuous Improvement Plan(CIP)
3. Provide necessary tools for each classroom to display IB components

Communication-

1. Communicate with school leadership
2. develop systems for communication and collaboration for all faculty
3. Conduct parent information settings
4. Provide monthly updates on IB-PYP progress
5. Circulate pertinent information from the IB to faculty
6. Maintain IB standards and practices
7. Respond to IB when needed

8. Promote the OCC as a valuable resource to all the faculty
9. Work together with MYP Coordinator for transition purposes