

## Edison High School IB Coordinator Job Description

194-day Teacher Contract

The coordinator is responsible for the administration of the International Baccalaureate (IB) diploma program. Responsibilities include:

- providing information and guidance to students, parents, and teachers about the IB program;
- coordinating the IB curriculum including, creativity, action, and service (CAS), the extended essay, and Theory of Knowledge (TOK);
- provides appropriate professional development for teachers;
- administers the IB examinations. Maintains appropriate data and attends IB meetings;
- collaborates with teachers and counselors to ensure open access to program, recruit students, and increase enrollment in courses and students pursuing the diploma;
- serves as a member of the School Leadership Team;
- represents and leads the school in matters pertaining to the IB program;
- assists in interviewing IB teacher applicants; and
- may teach TOK course or other IB course.

### Qualifications

- must hold a valid Virginia teaching license plus have at least three years' experience teaching an IB course;
- have strong interpersonal, communication, administrative and organizational skills;
- be technologically literate;
- have a strong sense of responsibility for the academic needs and personal welfare of the students;
- have ability to develop effective teams, build consensus, and lead projects and activities;
- have knowledge of IB philosophy and methodology;
- have experience working with a highly diverse student population.

To Apply: Interested applicants should send their resumes to Belinda Williams, assistant principal, at [bawilliams1@fcps.edu](mailto:bawilliams1@fcps.edu).