

# International Baccalaureate Diploma Program (IBDP) Coordinator

## JOB DESCRIPTION

The mission of Spotsylvania County Public Schools (SCPS) is to ensure that students are prepared for their future. This includes providing a rigorous, well-rounded instructional program that prepares students to be college, career, and life ready. The International Baccalaureate program supports this mission in that it:

- embeds the qualities of the Profile of a Virginia graduate
- enables students to make sense of the complexities of the world around them
- equips students with the skills and dispositions needed for taking responsible action for their future
- helps students become responsible members of local, national, and global communities.

The International Baccalaureate DP Coordinator carries out effective leadership and administrative functions of the IBDP Program; works closely with leadership in supporting the educational development of students and staff; and promotes parent and community awareness of the program.

Ref: What is an IB Education?

## Key Relationships

- Reports to Principal
- Collaborates with the Assistant Principal supporting IBDP program
- Coordinates with Instructional Coordinator on Master Schedule for IB
- Coordinates with the Director of Professional Learning and Instructional Programs

## General Duties

- Record all communication, forms, documents, and reports from the IB.
- Record and distribute all IB publications, where necessary.
- Contribute to the promotion and development of the IBDP both within and outside the School.
- Regularly update faculty and administration on IB matters related to the IB Diploma Programme and all new/revised IB Diploma Programme publications.
- Attend conferences, workshops, and regional meetings.
- Ensure that appropriate textbooks and resources are made available.
- Organize and moderate internal assessment according to the Diploma criteria.
- Participate with school leadership on curriculum and assessment within school and the IBDP.
- Carry 50% of a full-time teaching load in the IBDP.
- Set and monitor goals to improve IB student retention rates and IB exam results.
- Manage the IB Diploma Program budget.
- Remain current in knowledge of IB instructional and programmatic developments and current educational practices
- Recruit new students to the program through school visits, information sessions, and marketing materials.
- Provide regular verbal and written feedback to Principal regarding program implementation for purposes of growth and improvement.
- Ensure counseling department has a clear understanding of IB course selection requirements.

## Teaching and Leadership

- Model effective, research-based instructional strategies.
- Promote a collaborative culture reflective of an IB school.
- Collaborate on curriculum development in 9th and 10th grade as preparatory years for Diploma Program entry.
- 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.
- Oversee the five-year review.
- Coordinate participation in Diploma workshops and professional learning.

- Inform all concerned about assessment procedures and deadlines.
- Prepare timelines for submission of work to the IB.
- Facilitate outcome-based collaborative planning, professional development and meetings for teachers to develop teacher capacity.
- Coordinate with counseling to ensure proper scheduling of students,
- Collaborate with staff on creation of the master schedule.
- Coordinate IB diploma program schedule and events in support of school master schedule

### **Students**

- Ensure all students are clear about the requirements and student fees associated with the IB Diploma Program .
- Inform 9th and 10th grade students about IB Diploma 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 Program and the School's milestones.
- Organize parent meetings to:
  - Advise parents on the suitability of the IB Program for their child(ren).
  - Inform parents about the requirements of the IBDP.
  - Notify parents about their child(ren)'s progress.
  - Keep parents apprised of their student's progress in all subjects, the Extended Essay, and the CAS program.

### **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 program delivery as necessary.