



[Return To Job Search](#)

[Log In](#)

[Register](#)

Job Title: IB Coordinator

School Year: 2025-2026

Our public school students need your expertise, passion and leadership.

We are looking for highly motivated and skilled talent to join our team at District of Columbia Public Schools (DCPS). We seek individuals who are passionate about transforming the DC school system and making a significant difference in the lives of public school students, parents, principals, teachers, and central services employees.

DCPS serves 50,000 students in the nation's capital through the efforts of approximately 4,000 educators in 118 schools. As part of a comprehensive reform effort to become the preeminent urban school system in America, DCPS intends to have the highest-performing, best paid, most satisfied, and most honored educator force in the nation and a distinctive central services staff whose work supports and drives instructional excellence and significant achievement gains for DCPS students.

Position Overview

The Coordinator, International Baccalaureate works with school administration and Central Office to implement and maintain the International Baccalaureate (IB) Program. at their school level. The IB Program is a rigorous, internationally focused program focused on developing inquiring, knowledgeable, confident and caring young people. DCPS has the following International Baccalaureate programs:

- Primary Years Program (PYP) serving grades K-5
- Middle Years Program (MYP) serving grades 6-10
- Diploma Program (DP) serving grades 11-12

This position is a safety-sensitive position. As a result, throughout employment this position will be subject to the Employee Mandatory Drug and Alcohol Testing Policy.

The Coordinator, International Baccalaureate will report to the Principal.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Develops curriculum design and instructional programs in which the school participates.
- Assists school administration in school compliance efforts with respect to laws, regulations, and guidelines relating to the International Baccalaureate program.
- Assists school administration in school level planning and monitoring of the school plan.
- Provides direct support to instructional staff in the implementation of the International Baccalaureate program to meet the needs of students.
- Provides support in preparing for International Baccalaureate program reviews.
- Assists school administration in providing parents and staff with up-to-date International Baccalaureate program information and training relative to the International Baccalaureate program.
- Accurately maintains appropriate records and submits required reports.

Qualifications

- Master's degree and two years of related work experience.
- Previous exposure to or experience in the education sector a plus.

Personal Qualities of Top Candidates

- **Commitment to Equity:** Passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education.
- **Leadership:** Coaches, mentors, and challenges others to excel despite obstacles and challenging situations.
- **Focus on Data-Driven Results:** Relentlessly pursues the improvement of central office performance and school leadership, instruction, and operations, and is driven by a desire to produce quantifiable student achievement gains.
- **Innovative Problem-Solving:** Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.
- **Adaptability:** Excels in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and non-routine situations.
- **Teamwork:** Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others.

- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed workplans, and balancing of multiple priorities.
- **Communication and Customer Service Skills:** Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to customer needs in a high-quality and courteous manner.

Would you like to apply to this job?

[Log In](#) if already registered

otherwise

[Please Register](#)