

**POSITION DESCRIPTION**

**TITLE: INTERNATIONAL BACCALAUREATE / ADVANCED PLACEMENT PROGRAM COORDINATOR**

**TYPE:** Licensed  
Exempt

**REPORTS TO:** Principal or Designated Administrator

**POSITION SUMMARY:**

The primary purpose of this position is the coordination of all aspects of the District’s International Baccalaureate/Advanced Placement Program. Related responsibilities include promotion of the program among students, parents, staff, and community, and teaching of specific IB/AP courses as needed.

**MINIMUM QUALIFICATIONS:**

1. Bachelor’s Degree.
2. Background and Criminal History Clearance.
3. Valid Oregon Teaching License with applicable endorsement(s) and authorization level(s).
4. Successful classroom teaching experience.
5. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
6. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
7. Excellent organizational skills for effectively managing multiple tasks.
8. Ability to understand and follow oral and written instructions.
9. Knowledge of human growth and development at assigned instructional level(s).
10. Knowledge of the principles of first and second language acquisition, and culturally responsive pedagogy.
11. Knowledge of effective student behavior management methods.
12. Knowledge of the principles of effective instruction and differentiated instructional methods for students with varying levels of English language proficiency.
13. Knowledge of the background and principles of the IB and AP Programs.
14. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

**ESSENTIAL FUNCTIONS:**

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Recruits a sufficient number of qualified students representing diverse language and cultural backgrounds into the program, and a corresponding number of teachers with licensure and expertise in the needed subject areas.
4. Develops a template for a successful application and oversees the registration and scheduling of all IB/AP candidates.

5. Establishes methods for supporting and retaining students in the program, including counseling, record keeping, extra-curricular activity coordination, and study skills development and assistance.
6. Trains and orients program teachers to program guidelines and other requirements, and provides needed ongoing support.
7. Maintains regular contact and positive relations with parents/guardians of student in the program, including the development of a program newsletter and regular meetings and progress conferences.
8. Acts as a liaison between the District and the IBNA/IBCA/IBO/AP organizations.
9. Coordinates the scheduling and supervision of all IB/AP examinations in accordance with IB/AP timelines and requirements.
10. Maintains longitudinal records of all IB/AP students relative to post-secondary experiences and career activities.
11. Assists in the development of a program budget and monitors budget expenditures.
12. Develops and submits reports as required by supervisor.
13. Follows all safety rules and takes all reasonable precautions to provide a safe and secure learning environment for all assigned students.
14. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
15. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
16. Assists parents and community members as needed.
17. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
18. Complies with professional development activities as required by the District.
19. Actively seeks out and participates in professional development activities designed to improve professional competence.
20. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
21. Holds expectations for high performance of self and students.
22. Assesses results of performance for improvement on a regular basis.
23. Demonstrates computer literacy and operates software programs as related to job responsibilities.
24. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
25. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
26. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
27. Adheres to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
28. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

#### OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.

3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Possible exposure to bodily fluids due to student or employee illness or injury.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 191-201 days, subject to change. May include extended contract hours or days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance will be evaluated in accordance with applicable District Performance Standards and District Policy and Regulations concerning personnel evaluation.

---

**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

---

Employee Name (Print)

---

Employee Signature

---

Date