



INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (IBDP) COORDINATOR

PRIMARY PURPOSE

The IBDP Coordinator will be responsible for working with the Secondary Principal to carry out the necessary tasks outlined in the International Baccalaureate Organization's list of coordinator's responsibilities. The IBDP Coordinator will also work with other instructional leadership to ensure the smooth running of the School and to formulate plans and strategies for the School's constant improvement and development. The IBDP Coordinator will perform all duties associated with his/her position at such times and places as the School Director or his authorized representative may direct. The duties and responsibilities of the IBDP Coordinator will include but not be limited the following:

- Ensure that Diploma Programme subjects are scheduled so they meet the IB recommended number of teaching hours and provide maximum concurrency of learning for candidates.
- Ensure that teachers are provided access to MYIB and the Programme Resource Centre (PRC) and that they are aware of the resources available on the site; that they have access to relevant sections of handbooks and procedures, particularly those sections with subject specific information; and that they have access to the Coordinator's notes when these become available.
- Publish to the American International School in Abu Dhabi (AISA's) Calendar all due dates for the receipt and submission of candidates' assessment material and other material and information required by the IB.
- Create/update/publish existing IB external and internal assessment calendars.
- Registration of students.
- Coordinate and share IB student information with AISA's ADEK liaison
- Payment of invoices.
- Monitoring of internal and external deadlines.
- Inform the school community, including administration, teachers, legal guardians and candidates about the learner profile and mission of IB.
- Ensure that teachers, legal guardians and candidates understand the curriculum and assessment requirements of the Diploma Programme and what subjects will be offered at AISA.
- Dispatch of necessary documentation to relevant stakeholders and to the IB.
- Register candidates for examination sessions according to the IBDP and AISA deadlines.
- Prepare for, organize, and administer Mock Exams.
- Ensure that the school and its students comply with all applicable IBO regulations.
- Make copies of relevant IBO Diploma Programme publications available to all staff.
- Work with HS counselors to advise students on appropriate subject selection.
- Support teachers and students in preparing for the Diploma examinations.
- Make provision for appropriate liaison and support upon the publication of results.
- Prepare for and administer IB retake exams.
- Receive and distribute printed diplomas and certificates.
- Participate fully in the development of the school's educational strategy, particularly as it affects the program for grades 11 and 12.
- Participate on Curriculum Committees.
- Ensure that staff is made aware of IB workshops and conference opportunities.
- Register faculty for IBO workshops.



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- Ensure proper distribution of information resulting from workshop attendance.
- Identify professional development needs and opportunities on and off campus.
- Keep a record of workshop attendance and school visits.
- Lead the orientation of new teachers into the DP.
- Assist the Principal in identifying resource needs.
- Establish an inventory of resources to facilitate efficient management.
- Develop IB DP budget for major learning resource purchases.
- Develop IB DP budget for local purchases throughout the year.
- Communicate all IBO requirements to IB students. This includes but is not restricted to:
 - Academic Integrity policy of the IBO,
 - Use of calculators during IBO examinations,
 - Conditions for receiving an IBDP diploma.
- Ensure effective communication and collaboration among all staff members.
- Conduct parent information sessions.
- Organize and present an IBDP Fair for interested students and parents from both the school community and the community at large.
- Ensure that accurate records are kept of student performance.
- Advise students and parents of the academic progress of candidates and probability of student success on the IB examinations in May.
- Utilize IB exam & standardized assessment data to coordinate programme and enrichment opportunities that best support all IBDP students to meet their predicted grades.
- Publish articles pertaining to the Diploma in the school newsletter.
- Prepare and circulate an annual review of IB examination results.
- Circulate all relevant information received from the IBO.
- Prepare and submit documentation required for authorization and evaluation.
- Ensure that all requirements of the IBO concerning the programme are met.
- Act as the liaison between the school and the IBO.
- Provide outreach to the wider IB DP community through MYIB discussion forums, email, and school visits.
- Establish/maintain links with other IB Diploma schools in the region.
- Ensure that requirements for Theory of Knowledge are properly coordinated, and teachers of other IB subjects understand the nature and importance of this core requirement.
- Ensure that the programme of Creativity, Action and Service (CAS) is properly coordinated and implemented according to current IB requirements.
- Complete all IBO reports and meet IBO requirements to maintain accreditation.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.