



CARMEL SCHOOL

Carmel School is a leading international IB Continuum World School accredited to offer the Primary Years Programme (PYP), Middle Years Programme (MYP) and the Diploma Programme (DP). Carmel School is also accredited by WASC.

Our thriving and dynamic IB International School in Hong Kong is seeking a highly qualified and experienced **DP Coordinator** to join our team in Mid-August 2023. We are looking for a dedicated professional who is passionate about education and has a strong commitment to the IB philosophy and principles.

Responsibilities:

- Oversee the implementation of the DP program and ensure that it aligns with the IB philosophy and standards.
- Collaborate with subject teachers to develop and revise curriculum.
- Coordinate and manage the administration of DP & MYP internal and external assessments.
- Ensure timely submission of all DP coursework.
- Maintain an active presence in the classroom.
- Ensure that all DP students receive high-level academic and pastoral support.
- Organize and facilitate professional development opportunities for DP teachers.
- Maintain accurate and up-to-date records of student achievement and progress.
- Develop and maintain strong relationships with students, parents and staff.

Qualifications:

- Bachelor's degree or higher in education or a related field.
- Recognized qualification as an IB DP Coordinator.
- Extensive experience in teaching and coordinating the DP program.
- Excellent organizational and communication skills.
- Strong leadership and interpersonal skills.
- Ability to work collaboratively with colleagues and stakeholders.

We offer a competitive salary package, professional development opportunities, and a supportive working environment. If you are a motivated and dedicated educator who is passionate about the IB philosophy, please send your CV and a cover letter to hr@carmel.edu.hk with the subject line "DP Coordinator Application".

We look forward to hearing from you!