

AISD is committed to the protection of all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

AISD [Child Protection Policy](#)

### **JOB DESCRIPTION**

**Title:**

**DP Coordinator**

**Job Objective:**

The DP Coordinator is responsible with and to the administration for the coordination and development of the IB Diploma programme in grades 11 and 12.

**Qualifications:**

**Education:**

U.S. Teaching Certification or Equivalent  
Bachelor's degree or equivalent. Master's degree preferred.  
International experience is preferred.

**Experience:**

At least three years of experience preferably in International settings.  
IB Diploma teaching experience required. IB Coordinator experience preferred.

**Knowledge & Skills:**

Innovative Mindset, Collaborative, Flexible, Exhibits the Characteristics of the IB Learner Profile

**Employment Arrangements:**

Teacher Salary Schedule

**Supervised by:**

Secondary School Principal

**Major Areas of Responsibility:**

**Diploma & administration:**

- Carry out the necessary tasks outlined in the IBO's list of coordinator's responsibilities, including registration of students, payment of invoices, monitoring of deadlines, dispatch of necessary documentation and organization of the examination sessions.
- Ensure that the school and its students comply with all applicable IBO regulations.
- Make copies of relevant IBO DP publications available to all staff.
- Counsel 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.
- Develop and manage the DP action plan for Programme Development.

**AISD community members hold each other accountable to these values:**

- We are a compassionate, caring, and diverse community.
- We act with integrity and respect.
- We embrace creativity and balance.
- We are proud of diversity and willingness to collaborate.

*"Preparing students to become stewards of a just and sustainable world."*

- Manage the IBDP Self-Evaluation process, reports, and visits.

#### Student Support:

- The IB Coordinator works with the Secondary Leadership team to support student academic decisions.
- Works with the counseling team in supporting the emotional needs of students in the IBDP.

#### Curriculum:

- Participate fully in the development of the school's educational strategy, particularly as it affects the programme for grades 11 and 12.
- Participate on the Curriculum Committee.

#### Professional Development:

- Ensure that staff are made aware of IB workshop & conference opportunities.
- Identify professional development needs and opportunities on and off campus.
- Keep a record of workshop attendance and school visits.
- Support analysis of DP data and results by administration and faculty.
- Act as a pedagogical leader and support in-school DP faculty professional development focused on IB Principles and Practices for teaching and learning.

#### Resource Management:

- Assist the Principal in identifying resource needs.
- Establish an inventory of resources to facilitate efficient management.

#### Communication:

- Ensure effective communication and collaboration among all staff members.
- Conduct parent information sessions.
- 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 IBDP community through discussion forums, e-mail and school visits.
- Establish/maintain links with other IB Diploma schools in the region.

#### Assignment of Duties:

The IB DP Coordinators will have a teaching or other assignment (0.4 to 0.6 FTE) along with the requirements of the IBDPC position. Teaching assignments and outside of class duties will be determined by the administration in accordance with school policy.

#### Duties Beyond the Classroom:

Classroom teaching is the fundamental responsibility of every staff member. In addition, involvement with students and other staff members in meaningful activities beyond the classroom, especially in the areas of student activities, sports, and clubs, curriculum development, and planning special events, is a vital part of an AISD teacher's job. **Currently, every faculty member is required to supervise 2 After School Activities (ASAs) during the school year.**

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Inspired? We certainly hope so. Our team is waiting to hear from you at [applyjob@aisdhaka.org](mailto:applyjob@aisdhaka.org). Send us your one-page response to the above, along with your CV, all in one tidy PDF document.

**Mission:** AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners and contribute to a changing global society.

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