American School of Brasilia
Learners Inspiring Learners

POSITION: IB Diploma Coordinator
WORKING HOURS: Monday, Tuesday, and Thursday: 8:00 a.m. to 4:00 p.m.; Wednesday: 8:00 a.m. to 4:30 p.m.; Friday: 8:00 a.m. to 3:30 p.m., with a one-hour lunch break.
REPORTS TO: High School Principal
TERMS OF EMPLOYMENT: This is a full-time position with 60% coordination and 40% teaching.

POSITION OVERVIEW:

The IBDP Coordinator will serve as an instructional leader for educators in grades 9-12 and as the International Baccalaureate Diploma Program Coordinator. The successful candidate will work with the High School Principal, Director of Teaching & Learning, and the IB Middle Years Program Coordinator to supervise, coach, and evaluate high school teachers within a culture of excellence that adheres to the highest standards of the International Baccalaureate Organization and the American School of Brasília.

Desired Skills/Experiences

- Demonstrated success as an IB teacher;
- Demonstrated evidence of an excellent understanding of the International Baccalaureate Diploma Program
- Demonstrated leadership experience;
- Demonstrated evidence of the ability to build positive culture around a common cause for students and teachers;
- Excellent organizational and time-management skills.

Overview of Responsibilities:

- Instructional Leadership:
    - Supervise and evaluate the work of the Creativity, Activity, Action (CAS), Extended Essay (EE), and Theory of Knowledge (TOK) Coordinators to exhibit the high ideals of the IBDP and MYP Programs;
    - In cooperation with the High School Principal, observe high school teachers and coach them towards improved effectiveness as educators in line with the agreed upon guidelines for teachers in the High School of EAB.
    - In coordination with the MYP and PYP Coordinators, use both coaching cycles and targeted coaching following the Diane Sweeney model.
    - Support the development of Cognitive Coaching expertise across the high school by being trained in implementing the methods amongst their colleagues.

- Effective Management:
    - Effectively manage all administrative duties associated with the IB Diploma Program;
    - Create, monitor, and manage the IBDP budget and effectively allocate resources where needed;
    - Ensure that IBDP teachers have the necessary resources to effectively meet

student needs;
  - Coordinate professional development around the IB Diploma Program;
  - Work with IBDP teachers to ensure all IBDP deadlines are met;
  - Monitor the selection process for entrance into the IB Diploma Program;
  - Ensure that IBDP mock examinations and IBDP examinations are run according to the requirements outlined by the IBO.
  - Prepare a formal, detailed report of the IBDP exam results after each exam;
  - Communicate clearly with students, parents, teachers, and administrators;
  - Lead engaging meetings for parents, high school teachers, and other interested parties.
  - Lead the school community through the IBDP Five-Year Evaluation.
  - Effectively schedule and plan the bi-yearly Measures of Academic Progress (MAP) testing in grades 9 and 10.
  - Schedule, plan, and execute all Year 12 Mock Exams and all final exams in grades 9-11.
  - Organize, plan, and execute each student's academic schedule to ensure vertical growth through a coherent, organized academic plan, resulting in all students entering the full IDBP program in grade 11 and successfully completing it in grade 12.
- Vision and Culture:
  - Build a culture of high expectations in which students and teachers strive for excellence as IB learners;
  - Create an *esprit de corps* among IBDP students that builds on the challenges of the program and the pride that comes from accepting those challenges;
  - In coordination with the High School Principal and High School Counselors, develop a system of support that empowers all EAB Students to successfully earn the full IB diploma;
  - Use data to analyze performance and determine areas of strength and challenges to be overcome;
  - Promote the IBDP program, its mission and learner profile as examples of excellence at EAB and around the world.

Builds Positive Interpersonal Relationships:

- Promotes positive interactions among students, parents, faculty, and staff with diverse cultural, linguistic, and national backgrounds.
- Fosters a sense of identity and pride in EAB among students, parents, faculty, and colleagues.
- Maintains an open attitude toward new ideas.
- Collaborates with a wide range of divisional and school-wide teams.

Ongoing Professional Growth:

- Continues to acquire new learning and reflects new learning and practice.
- Shares in opportunities for in-service and workshop offerings.

- Shares knowledge with other colleagues.
- Sets goals for professional development, takes advantage of professional development opportunities, and demonstrates current best practice in the field of education.

Teaching Responsibilities:

- This position will have a teaching component of two classes, likely TOK

Responsibilities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.