

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR V – I. B. MIDDLE YEARS PROGRAM

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Florida Teaching Certificate.
- (3) Minimum of five (5) years secondary education experience with at least three (3) years experience at the middle school level.
- (4) Certification by IBNA, or working toward certification by IBNA.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and understanding of the International Baccalaureate Middle Years Program (IB MYP), the eight (8) subject groups and the various reports required. Ability to promote and recruit students to the IB MYP through positive promotion. Ability to provide personalized administration to maintain the ideal of educational unity advocated by the IB MYP philosophy.

REPORTS TO:

School Principal

JOB GOAL

To develop and promote understanding and acceptance of IB MYP philosophy in developing an ongoing and successful program for the students, staff and District of Escambia County.

SUPERVISES:

IB MYP Faculty in eight (8) subject groups

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership / Development

- * (1) Provide leadership in the development, implementation and assessment of the IB MYP instructional program.
- * (2) Assist in the administration in meeting the requirements of the IB MYP.
- * (3) Assist in the development of the School Improvement Program.
- * (4) Assist in the development of the master schedule and assignment of staff as it pertains to the IB MYP.
- * (5) Implement policies defined in Vade Mecum (IB MYP manual) for the implementation of the curriculum, internal and external assessment.
- * (6) Develop recruitment programs presented to middle schools, elementary schools and civic groups.
- * (7) Develop an annual IB MYP budget consistent with program operations and needs.

Personnel Action Services

- * (8) Supervise IB MYP personnel and provide input to the school principal.
- * (9) Identify through needs assessment IB MYP staff training programs.

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- * (10) Facilitate IB MYP student schedules with guidance counselors.
- * (11) Meet weekly with IB MYP faculty.
- * (12) Maintain and model high standards of professional conduct.
- * (13) Model effective listening and positive interaction skills.

School Operations / Delivery Systems

- * (14) Implement all local, state and federal requirements as they pertain to the IB MYP.
- * (15) Provide all IB MYP staff with required IB MYP textbooks and materials.
- * (16) Submit all fee payments, membership fees and assessment fees in a timely fashion.
- * (17) Coordinate with elementary school staff and parents all IB MYP information and assistance in applying for admittance.
- * (18) Assist in recruitment and hiring of teachers into the IB MYP.

Student Support Services

- * (19) Provide a comprehensive counseling program to IB MYP students for academics, testing and program requirements.
- * (20) Review student records and meet periodically with parents to provide up-to-date information.
- * (21) Screen potential candidates and establish the process for student admissions meeting IB MYP standards.
- * (22) Schedule and coordinate the presentation for incoming IB MYP students.

Personal / Professional Employee Qualities

- * (23) Develop and implement up-to-date technological inservice to IB MYP staff.
- * (24) Understand and utilize collaborative planning strategies.
- * (25) Maintain visibility and accessibility on campus.
- * (26) Set high standards for self and staff.
- * (27) Demonstrate ability to identify potential problems and enact solutions.

Leadership

- * (28) Develop data gathering techniques for the purpose of instructional improvements.
- * (29) Continually gather data essential in meeting IB MYP requirements and accreditation.
- * (30) Assist in developing a positive program image by celebrating student, staff and school honors.
- * (31) Use positive problem solving techniques in dealing with parental concerns.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 13 (12 Months)

Date of Board Approval: January 19, 2010