

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR III – I. B. PROGRAM

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Teaching Certificate in Florida.
- (3) Minimum of five (5) years secondary education experience.
- (4) 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 Program, the six (6) major academic areas and the various reports required. Ability to promote and recruit students to IB Program through positive promotion. Ability to provide personalized administration to maintain the ideal of educational unity advocated by the IB philosophy.

REPORTS TO:

School Principal
Regional Director, IBNA

JOB GOAL

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

SUPERVISES:

IB Faculty in six (6) academic areas
IB Secretary

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership / Development

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

COORDINATOR III – I. B. PROGRAM(Continued)**Personnel Action Services**

- * (8) Supervise IB personnel and provide input to the School Principal.
- * (9) Identify through needs assessment IB staff training programs.
- * (10) Facilitate IB student schedules and AP schedules with guidance counselors.
- * (11) Meet weekly with IB 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 program.
- * (15) Provide all IB staff with required IB textbooks and materials.
- * (16) Submit all fee payments, membership fees and assessment fees in a timely fashion.
- * (17) Coordinate with middle school staff and parents all IB information and assistance in applying of admittance..
- * (18) Assist in recruitment and hiring of teachers into the IB program.

Student Support Services

- * (19) Provide a comprehensive counseling program to IB 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 standards.
- * (22) Schedule and coordinate the presentation of incoming IB students.

Personal / Professional Employee Qualities

- * (23) Develop and implement up-to-date technological inservice to IB 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 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.

COORDINATOR III – I. B. PROGRAM(Continued)

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 11

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002