

**International Baccalaureate Diploma Program Coordinator****DEFINITION:**

The International Baccalaureate Diploma Programme Coordinator is a key leader in the implementation and development of the Diploma Programme at the school site. The Coordinator is responsible for overseeing all necessary guidelines and requirements as set forth by the International Baccalaureate Organization. In addition, the Coordinator will ensure that students and teachers have all the resources and assistance necessary to successfully implement and sustain the Diploma Programme.

**QUALIFICATIONS:**

Valid California Teaching Credential

Minimum of three (3) years of regular classroom teaching experience

IB training desirable

**RESPONSIBILITIES:**

- Ensures that the school community understands the course selection choices.
- Works with students and parents to develop and provide the most effective pathway to the Diploma.
- Develops and administers the program's admissions policies.
- Works closely with the Head of School to schedule the school's courses.
- Develops a program calendar with a detailed timeline for internal and external assessments.
- Supports the implementation of the core program requirements (CAS, TOK, and Extended Essay).
- Initiate, arrange, and facilitate professional development for Diploma Programme teachers as needed.
- Articulates curricular expectations at the grade levels leading into the Diploma Program.
- Registers students for exams.
- Facilitates/Administers exams.
- Administers the IB Diploma Programme budget.
- Organizes and completes the five-year program evaluation.
- Facilitates student progression to further education.
- Works with Middle Years Programme coordinators to facilitate a smooth transition between programs.
- Works with the Middle Years Programme coordinators to inform all potential students of the offerings of the IB programs.
- Ensures that all communication with the International Baccalaureate Organization is done in a timely manner.
- Helps to support the MYP at Cordova High School and Mitchell Middle school, as well as interacting with various stakeholders at both Mitchell and Mills Middle schools.
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**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.