

International Baccalaureate Coordinator

DEFINITION:

The International Baccalaureate Coordinator (IBC) serves as the administrator for the International Baccalaureate Programme for FCUSD, including both the Middle Years and Diploma Programmes. The Coordinator will assist in the overall administration of school activities related to programs, personnel, and facilities.

QUALIFICATIONS:

Credential:

- Possession of a Valid Administrative Credential
- Possession of a California Teaching Credential

Experience:

- Minimum of three years of regular classroom teaching including within an IB Programme
- Previous IB training required; IB Programme Coordinator training desired

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Assistant Superintendent for Secondary Instruction or designee, the IB Coordinator will:

- Participate in the selection and employment of certificated and classified personnel in the school; including employment interviews, and hiring recommendations made to the Principal or Assistant Superintendent.
- Perform classified and certificated employee evaluations including classroom visits, in-service training, student teacher and teacher observation plans.
- Participate in the organization and implementation of extra-curricular activities.
- Oversee all aspects of the International Baccalaureate Programme (MYP and DP), including guidelines on compliance with IBO and writing and updating district policies related to the program.
- Implement available IB programs based on the needs of the school (i.e. IB Career Certificate).
- Attend annual summer IB training as Head of School.
- Supervise the coordination and facilitation of all community outreach (i.e., parent information nights, community outreach, and advertising).
- Initiate, arrange, facilitate and review professional development for MYP and DP teachers.
- Monitor compliance with IBO regulations to maintain accreditation (including completing the IB five-year program evaluation).
- Develop and administer the IB Programme Budget for multiple schools.
- Assist in the guidance of students with the completion of the IB personal project in year 5 (10th grade).
- Facilitate the IB students with transitions from year one to completion of the Diploma Programme.
- Independently lead required collaboration with counselors on the IB registration and class selection process.
- Supervise and direct compliance with the Managebac grading program.
- Monitor, administer, and ensure compliance with IB grading policies are followed by all teachers.
- Develop and monitor a program calendar inclusive of internal and external assessments, and register students for exams.
- Facilitate and oversee the use of Naviance to provide students with information regarding post-high school opportunities.

- Supervise, support and mentor individual teachers in their classroom on a regular basis with: instruction, planning (unit and lesson), and assessment (formative and summative).
- Independently supervise aspects of State, IB, AP testing.
- Coordinate and perform additional administrative assignments as necessary
- Recommend personnel action to Principal or Assistant Superintendent as appropriate.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and 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.
- Employees 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.