

Job Title: Coordinator – I.B. Middle Years Program



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 13

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is 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.

ESSENTIAL JOB FUNCTIONS

- Provides leadership in the development, implementation, and assessment of the IB MYP instructional program.
- Assists in the administration in meeting the requirements of the IB MYP.
- Assists in the development of the School Improvement Program.
- Assists in the development of the master schedule and assignment of staff as it pertains to the IB MYP.
- Assists in the coordination of the school's in-service program.
- Assists in coordinating the school's accreditation program
- Implements policies defined in Vade Mecum (IB MYP manual) for the implementation of the curriculum, internal and external assessment.
- Develops recruitment programs presented to middle schools, elementary schools, and civic groups.
- Develops an annual IB MYP budget consistent with program operations and needs.
- Supervises IB MYP personnel and provides input to the school principal.
- Identifies through needs assessment IB MYP staff training programs.
- Facilitates IB MYP student schedules with guidance counselors.
- Meets weekly with IB MYP faculty.
- Maintains and models high standards of professional conduct.
- Models effective listening and positive interaction skills.
- Implements all local, state, and federal requirements as they pertain to the IB MYP.
- Provides all IB MYP staff with required IB MYP textbooks and materials.
- Submits all fee payments, membership fees, and assessment fees in a timely fashion.
- Coordinates with elementary school staff and parents all IB MYP information and assistance in applying for admittance.
- Assists in recruitment and hiring of teachers into the IB MYP.

- Provides a comprehensive counseling program to IB MYP students for academics, testing, and program requirements.
- Reviews student records and meets periodically with parents to provide up-to-date information.
- Screens potential candidates and establishes the process for student admissions meeting IB MYP standards.
- Schedules and coordinates the presentation for incoming IB MYP students.
- Develops and implements up-to-date technological in service to IB MYP staff.
- Understands and utilizes collaborative planning strategies.
- Maintains visibility and accessibility on campus.
- Sets high standards for self and staff.
- Demonstrates ability to identify potential problems and enact solutions.
- Develops data gathering techniques for the purpose of instructional improvements.
- Continually gathers data essential in meeting IB MYP requirements and accreditation.
- Assists in developing a positive program image by celebrating student, staff, and school honors.
- Uses positive problem solving techniques in dealing with parental concerns.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.
- Florida Teaching Certificate.
- Minimum of seven (7) to ten (10) years of secondary education experience with at least three (3) years of experience at the middle school level.
- Certification by IBNA, or working toward certification by IBNA.
- 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

- Requires the ability to display knowledge and understanding of the International Baccalaureate Middle Years Program (IB MYP), the eight (8) subject groups and the various reports required.
- Requires the ability to promote and recruit students to the IB MYP through positive promotion.
- Requires the ability to provide personalized administration to maintain the ideal of educational unity advocated by the IB MYP philosophy.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization.
- Requires the ability to oversee numerous functions and staff.
- Requires the ability to oversee and manage more than two employees in the organization performing different types of work.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to manage the budget within assigned unit/division.
- Requires the ability to determine allocation of budget among departments.

- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for word processing and/or accounting purposes.

PHYSICAL DEMANDS

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. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, standing, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position deal with crisis situations that require major decisions involving people, resources, and property to be made.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: