



Job Title: Coordinator – I.B. 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 – 11

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 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 instructional program.
- Assists in the administration of the required testing program of the IB program.
- Assists in the development of the School Improvement Program.
- Assists in the development of the master schedule and assignment of staff as pertains to the IB program.
- Implements policies defined in Vade Mecum (IB manual) for the implementation of the diploma curriculum, internal and external assessment, and IB examinations.
- Develops recruitment programs presented to middle schools, high schools, and civic groups.
- Develops an annual IB Budget consistent with program operations and needs.
- Supervises IB personnel and provides input to the School Principal.
- Identifies through needs assessment IB staff training programs.
- Facilitates IB student schedules and AP schedules with guidance counselors.
- Meets weekly with IB 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 program.
- Provides all IB staff with required IB textbooks and materials.
- Submits all fee payments, membership fees, and assessment fees in a timely fashion.
- Coordinates with middle school staff and parents all IB information and assistance in applying of admittance.
- Assists in recruitment and hiring of teachers into the IB program.
- Provides a comprehensive counseling program to IB 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 standards.
- Schedules and coordinates the presentation of incoming IB students.
- Develops and implements up-to-date technological in-service to IB 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 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.
- Teaching Certificate in Florida.
- Minimum of five (5) years secondary education experience.
- 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 Program, the six (6) major academic areas and the various reports required.
- Requires the ability to promote and recruit students to IB Program through positive promotion.
- Requires the ability to provide personalized administration to maintain the ideal of educational unity advocated by the IB philosophy.
- Requires the ability to manage and determine the allocation of the budget within the assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and 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 work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

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

Date of Revision: