

JOB DESCRIPTION – IB DP Coordinator

Department:	High School
Immediate Supervisor:	As per the designated organizational chart

MAIN DUTIES AND RESPONSIBILITIES

Goal

- Implementation and development of the IB/DP Diploma program. Managing general program administration and communication. The coordinator has responsibility for communicating information to all members of the school community, administering all internal and external assessment, and acting as the primary point of contact between the school and the IB/DP.

A- Coordination with teaching staff and/or heads of departments

- Assists with new teacher induction and orientation.
- Help new staff design syllabus; monitor implementation.
- Monitor the receipt of internal assessment forms and candidates' work for submission to examiners.
- Organize and chair meetings for IB/DP teachers.
- Consult with teachers about IB/DP teaching standards and practices.
- Ensure that departments are properly informed of new IB/DP developments.
- Collect coursework samples required by the IB/DP.
- Assists the principal with the selection & ordering textbooks, resources, and materials.
- Issue predicted grades and marks for internal assessment to the IB/DP.
- Advise on ways to promote and monitor academic honesty among students.
- Ensure that oral examinations, CAS and TOK are correctly administered.

B- Coordination with students

- Works with HS Academic Advisors (Grade 9 & 10) in advising students on subject selections.
- Gives advice regarding university choices.
- Arrange for the forwarding of results to universities on request.
- Inform students about internal school deadlines for the receipt of examination material.
- Ensure records are accurate and kept up to date when candidates change subjects.

C- Extended Essays Coordination

- Develop students' handbook.
- Train staff and students regarding the Extended Essay.
- Tracking progress of Extended Essays and supervise mailing to examiners.
- Administer the turnitin.com site including annual subscription & submission of essays.

D- Examinations Coordination

- Arrange and manage IB/DP exams.
- Organize mock/trial written and oral examinations schedules for students and invigilators.
- Maintain the security of examination papers.
- Manage exam schedule, process, and training invigilators.
- Monitor exchange of information between teachers, students and IB/DPO.
- Counsels students (and their parents) about their results.

E- Long term concerns

- Convey diplomas, diploma results and certificates to students.
- Maintain contact with graduates.
- Maintain records of scholarships and university entrance.
- Ensures records are stored on school's server

F- Communication

- Arrange information meetings for parents and prospective students.
- Liaise with SEN department to ensure that all suitable arrangements are provided.
- Liaise with offices of the IB/DP, such as IB/DP CA in Cardiff and the regional office, and sub-regional organizations.
- Liaise with other IB/DP schools in order to arrange CAS activities.
- Represent the school at IB/DP meetings as assigned by administrators.

G- Administrative Tasks

- Assists in updating information on the IB/DP website and Hayah website.
- Conduct satisfaction surveys of students, parents, and teachers.
- Analyzing and preparing reports on the questionnaires.
- Set calendar.
- Work closely with school scheduler to generate diploma students' schedules.
- Ensure implementation of self-study; organize authorization and evaluation visit.
- Work with the high school principal to manage any disputes relating with the IB/DP.
- Organize accommodations and registration for IB/DP workshop participants.
- Follow up with finance department all payments made to the IB/DP and IB/DP workshops.
- Creates IB/DP PD budget for approval by administrators.

QUALIFICATIONS AND EXPERIENCE

- Has demonstrated success as a school administrator. Ability to use student database system; knowledge of Hayah Code of Conduct and policies; ability to communicate effectively both orally and in writing; ability to communicate with parents, staff, and community organizations; excellent interpersonal skills; confidential, mission driven, and a good role model. Proven leadership, positive problem solving and organizational abilities.
- Holds a master's degree in Administration is a preference and is certified to be an administrator by an accredited institution
- Minimum three years of experience as an IB/DP Leader or Teacher, preferably in an international school.
- Relevant admin and/or leadership experience preferred
- Knowledge of and experience in the IB/DP Diploma Program
- Strong organizational skills
- Strong communication and interpersonal skills
- Able to communicate and collaborate effectively with all stakeholders

* This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the duties may vary or be amended from time to time without changing the level of responsibility associated with the post.