



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Coordinator IB-Diploma Programme (DP)	FLSA Status:	Exempt
Job Family:	Licensed	Pay Range:	T Salary Schedule
Prepared/Revised Date:	January 1, 2018	Job Code:	21259

SUMMARY: Responsible for coordinating the International Baccalaureate (IB) Programme, which aims to develop inquiring, knowledgeable, and caring people through intercultural understanding and respect by addressing social, physical, emotional, and cultural needs in addition to academic welfare.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1.	Administer all requirements of IBDP (IB-Diploma Programme), including content, skills and policies. Manage the IB 9-12 budget including ordering all texts, supplemental materials and supplies for staff and students, and seek ways to offset costs through grants, donations, etc. Schedule required staff IB trainings and staff development. Increase access to the program in accordance with IB goals and continue to expand the program by adding new courses. Facilitate recruitment into the IBMYP and DP through informational meetings.
2.	Coordinate: <ul style="list-style-type: none"> a. All IBDP exams; create a schedule aligning with the IB requirements, reserve exam facilities, register students, train proctors, communicate and monitor student expectations in accordance with guidelines. b. IBDP Extended Essays (EE); maintain all EE records, guide all DP students and supervisors. c. Student registration with counselors for appropriate scope and sequence of IB courses. d. IB community events such as Junior Induction, IB Convocation, and individual school celebrations.
3.	Communicate: <ul style="list-style-type: none"> a. With non-IB staff regarding exam expectations and impact on non-IB classes, and report student achievement to individual students and their prospective post-secondary institutions. b. With the IB community including students, teachers, families, and the IB Parent Advisory Board.
4.	Monitor student growth and progress, adapt support as needed, and maintain documentation pertinent to academic, social, and emotional progress and needs of students. Coach individual students who are struggling academically or behaviorally; oversee IB students 9-12 who are placed on academic probation, conduct individual tutorials on organization and study skills, and maintain list of tutors.
5.	Communicate students' progress, needs, and eligibility with parents and other staff as needed.
6.	Collaborate: <ul style="list-style-type: none"> a. With teachers, support personnel, administrators, and colleagues to enhance instruction and improve student outcomes. b. With colleagues in team and building-based meetings and discussions.
7.	Demonstrate a commitment to: <ul style="list-style-type: none"> a. Including and engaging families in the student's education. b. Support all Poudre School District policies, procedures, and expectations. c. Providing personal and professional excellence.
8.	Participate in: <ul style="list-style-type: none"> a. Department, team, building, and district meetings and discussions. b. Student and/or family conferences and other meetings. c. Social, cultural, interscholastic, and extracurricular activities. d. Professional growth opportunities.
9.	Attend work and arrive in a timely manner.
10.	Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree with proper teaching licensure program required.
- Successful completion of IB teacher training courses.
- Minimum of five years IB teaching experience.
- Experience instructing students in a classroom setting preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado teaching license with appropriate endorsements required.
- CPR and First Aid certifications encouraged.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	IB Department Secretary	1

- Responsible for assisting with interviewing, hiring and training employee; assisting with planning, assigning, and directing work; and assisting with appraising performance.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	



VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	