

Job Description

DP COORDINATOR:

- Promoting and enforcing the IB program, its philosophy, and principles
- Induction of the IB program and its specifics: to students, teachers, and parents
- Active participation and contribution at school management meetings
- Contributes to organization and participation of the school/class events and duties (recess times, assemblies, celebrations, joint projects, field trips, etc.)
- Organizing and leading the collaborative staff meetings for planning and reflection
- Running the hiring process (checking qualifications and prior experience, initial interviews)
- Assisting and overseeing all the teacher documentation (unit planners, course outlines, summative test samples, grading, study reports, Extended Essay, TOK, CAS, Career Counseling, etc.)
- Planning/organizing professional development (internal induction and guidance, IB workshops, IB program resources, in-house training)
- Evaluation of teaching/learning quality (staff evaluation, lesson observations, appraisals, supervision, quality control, DP exams)
- Compiles/adjusts the program learning materials, prepares the purchases of tools
- Assisting homeroom teachers in communication with families to address any concerns (absences, discipline, behavior, incidents, conflict solving, etc.)
- Participates actively in the IB world community (collaboration, sharing experiences)
- Ensures effective implementation and accreditation of the DP program.