

**Hernando County School Board
Florida**

FLSA: Exempt, Union

COORDINATOR OF INTERNATIONAL BACCALAUREATE - DIPLOMA PROGRAMME

Required Qualifications:

- Master's Degree
- Certification as a teacher in the state of Florida
- Minimum of five (5) years of teaching experience at the secondary level
- Knowledge of curriculum and instructional requirements for the secondary level as they apply to International Baccalaureate Programme as well as Advanced Placement
- Knowledge of International Baccalaureate Programme guidelines and requirements
- Ability to work with administration, staff, students and parents in an effective manner

Performance Responsibilities:

- Develop and administer the budget for the International Baccalaureate Diploma Programme
- Recruitment and selection of students
- Communicate with subject teachers and/or heads of departments regarding International Baccalaureate (IB) requirements and writing and monitoring an honor code
- Coordinate International Baccalaureate teaching loads with heads of departments
- Inform teachers of professional development opportunities and making necessary arrangement
- Communicate with students on International Baccalaureate subjects, course selection and university entrance procedures
- Help candidates design a Creativity, Action, Service Program
- Inform parents about the Diploma Programme, its regulations and the importance of complying with International Baccalaureate deadlines
- Act as liaison with offices of the International Baccalaureate Organization, such as International Baccalaureate North America in New York and the regional office, and sub-regional organizations
- Inform supervisors and students about the extended essay requirement, guidelines and assessment criteria
- Organize mock/trial written and oral examinations for students and invigilators
- Maintain the security of examination papers
- Establish and equip a suitable location for the examinations
- Ensure students receive their results
- Register retake candidates by 29 July (May to November) or 29 January (November to May)
- Convey diplomas, diploma results and certificates to students
- Longitudinal concerns
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation done by the principal and/or designee

Terms of Employment:

- 10-month employment
- Up to twenty-four (24) additional days upon approval by School Board

Salary:

Salary based upon approved salary schedule - Instructional

Job Code:

61212

Board Approved: 06/05/07
Revised: 01/20/09, 05/17/11