

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME COORDINATOR, Pudong

**Campus**

**SCALE:** Teacher Salary Scale

**CONTRACT DAYS:** Up to 191

### **POSITION SUMMARY:**

The IB Coordinator is responsible for leading all aspects of the IB Diploma Programme at Shanghai American School, Pudong Campus. The IB coordinator attends to a culture of collaboration that helps develop and sustain the identity of a strong and cohesive IB team. This position will include a teaching component.

**SUPERVISED, EVALUATED BY & REPORTS TO:** Building Principal

### **PREFERRED QUALIFICATIONS:**

- Bachelor Degree required; Advanced Degree preferred
- Teacher certification or credential in subject area
- Recent experience as school-based educator
- Relevant experience in teaching and leadership within the IB DP programme
- Experience in implementing the principles of the IB DP programme through professional learning, essential elements of instruction (ATL's), and the dispositions of learning (IB Learner Profile).
- Experience leading teams using a Professional Learning Communities framework
- Strong interpersonal skills with demonstrated experience working well within a collaborative setting.
- Ability to prioritize, meet deadlines, and work effectively under pressure. Additionally, the ability to work in dynamic environment with multiple activities occurring simultaneously.

### **SKILLS & COMPETENCIES:**

- Working with Adult Learners
  - Develop trusting relationships where participants feel safe and motivated to take risks, learn and share
  - Develop and facilitate a professional learning environment that is grounded in student learning
  - Accept and act on constructive feedback in order to model an open mind and improve practice
  - Demonstrate and support reflective practice
- Collaborative Work
  - Develop a collaborative culture (norms, protocols)
  - Foster mutual responsibility for all group members' learning

- Demonstrate high levels of emotional intelligence
- Communication
  - Use effective communication strategies to bring clarity and allow the participants to accomplish tasks
  - Give feedback honestly, openly and constructively
  - Lead data driven dialogue to develop common understandings and inform action
- Knowledge of Content and Pedagogy
  - Ensure the effective implementation of the IB DP programme within the context of the High School instructional program
- Systems Thinking
  - Recognize the work of the IB Coordinator in the context of a larger system
  - Create and implement plans to meet system goals and sustainability

### **PERFORMANCE RESPONSIBILITIES:**

- General Leadership Duties
  - Coordinate and supervise all activities and programs related to the IB DP Programme
  - Contribute to developing instructional leadership
  - Collaborate with the school administration to identify, recruit, and retain highly qualified IB faculty
  - Promote the IB DP Programme through advocacy to administration, faculty, parents, and students
  - Prepare annual budgets for the IB Programme
  - Establish and regularly review guidelines for the implementation of Theory of Knowledge across subject areas, Creative, Activity, and Service (CAS), and the Extended Essay
  - Coordinate and supervise the administration of IB exams, including mock exams
  - Ensure the IB DP Programme is operating within the requirements of the International Baccalaureate and maintain current knowledge about the changes within the IB DP Programme.
  - Contribute to school policy reviews to ensure alignment with IB requirements
  - Develop strong relationships within the IB, the International Baccalaureate Asia-Pacific (IBAP), and China based IB Coordinators
  - Lead the five-year Self Study evaluation in conjunction with the Educational Programs team.
  - Be available remotely in July to deal with issues relating to IB results.
  - Facilitate the delivery of IB online courses and IB School Supported Self Taught Literature courses
  - Take responsibility for all IBIS related administration.
- Faculty
  - Ensure that all staff have access to relevant publications and resources to support effective implementation of the IB DP Curriculum
  - Ensure that all staff have the prerequisite professional development to effectively deliver the IB curriculum
  - Establish, communicate, and support an internal IB DP calendar with relevant deadlines.

- Curate and update an IB faculty portal that serves as the IB Faculty Handbook
  - Coordinate continued professional growth by promoting faculty attendance at relevant IB Professional Learning, and becoming IB Examiners and Workshop Leaders.
  - Plan and deliver internal professional learning to faculty around core IB program elements
  - Support teachers in the implementation of pedagogy and instruction aligned with the IB philosophy
  - Liaise with the Educational Programs team to ensure a cohesive, intentional PD plan for IB teachers
- Students
    - Provide accurate information to grade 9 & 10 students about the programme philosophy and learning opportunities
    - Support the counselors helping students during the course selection process
    - Educate and support students embracing the ideals of the learner profile
    - Educate students about IB regulations
    - In collaboration with School and College Counselors, monitor the progress of individual IB DP students to provide structure and support for students
    - Advocate for students with special needs in qualifying for learning accommodations with the allowable IB DP policies
  - External Stakeholders:
    - Provide parent and community education regarding the IB DP Programme
    - Collaborate with regional IB DP coordinators to learn and grow the programme
    - Maintain strong relationships with external partners

**SAS BELIEVES:**

- That each employee makes a significant contribution to our success
- Those contributions should not be limited by the assigned responsibilities

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School, which each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.