

Job Title: Diploma Programme (DP) Coordinator/Teaching and Learning Mentor

Reports To: Main Campus Principal

Desired Qualifications and Experience

- Minimum of a Bachelor's Degree and Teaching Certification (from an accredited college or university)
- A minimum of 3 years successful teaching experience within the IB DP preferred
- Experience with various coaching models/strategies to support teachers in a DP environment
- Strong organizational ability and initiative
- Experience with curriculum development and documentation within the IB DP
- Knowledge of the commonalities of each of the IB programmes
- Excellent interpersonal skills and strong communication skills
- DP examination Invigilation or DP workshop leader experience will be viewed favorably
- Strong IT skills (Microsoft system and Google proficient)
- Demonstrates a commitment to fostering positive social and emotional wellness in both personal and professional interactions.

Job Description:

The DP Coordinator (DPC) / Teaching and Learning Mentor reports to the Campus Principal and is responsible for a variety of leadership, management, and administrative functions. Primarily, the DP Coordinator serves as the communication link between the school and the International Baccalaureate Organization (IBO).

The DPC is expected to maintain a thorough understanding of all aspects of the Diploma Programme (DP) by staying current with IB publications and guides. Additionally, the DPC provides positive leadership that fosters and sustains a strong IB culture among the faculty.

The DPC serves on the Academic Leadership Team and leads the IBDP Steering Committee, which includes the Creativity, Activity, Service (CAS) Coordinator, the Theory of Knowledge (TOK) teacher, and the Extended Essay Coordinator.

Responsibilities Include:

Leadership

- Is a proponent of the IB Learner Profile
- Promotes best practices in teaching and learning
- Develops strategies for communicating events and successes related to the program
- Facilitates collaborative planning for DP teachers
- Monitor department meetings, add to department agendas, and follow up with relevant departments based on their meeting minutes. Attend department meetings as needed.
- Collaborates with the BLT, SLT, and other IB Coordinators to nurture an IB Continuum
- Organizes the formal procedures in preparation for examinations and programme evaluation
- Leads the development, revision, and communication of the IBDP Action Plan
- Communicates as necessary with all stakeholders
- Takes part in Curriculum Review Cycles, including Policy Reviews

Management

- Organize and facilitate the course selection process for all G11&12 students
- Monitors all aspects of the EE including, but not limited to: assigning and training supervisors, implementing a timeline, and uploading completed documents
- Ensures that CAS and the CAS coordinator meet IB requirements
- Supports the curriculum and collaborative needs of the TOK Teacher and program
- Aligns the school's advisory program to the requirements of the IBDP

- Weekly newsletter to DP staff outlining school and IB information

Administrative

- Serves on the Scheduling Committee to help complete the Secondary Timetable
- Registers student grades and information through the IBIS platform
- Organizes both formal and mock examination sessions, including training of invigilators
- Works with the Counselor to keep a database record of student course selections, results, university placement, and alumni
- Helps to implement and follow a prescribed agenda and schedule for assigned meetings
- Ensures that all Internal Exam samples are complete prior to mailing
- Adheres to all IB examination requirements
- Create reporting templates on Toddle for each quarter and semester.
- Proofread all DP report comments
- Maintain DP displays in multiple languages across the campus.

Resource Management

- Facilitate and approve materials ordered to support various units.
- Play an active role in planning field trips and CWW experiences that align with curriculum requirements.

Curriculum

- Liaises with the staff to ensure they are implementing the correct subject guides and meeting all course expectations as outlined by the IB
- Ensures the consistency and development of unit plans
- Leads and participates in curriculum review and development for each DP subject
- Collaborates with the PYP and MYP Coordinators to ensure overall curriculum continuity and alignment
- Organize DP taster schedule

Professional Development

- Provide leadership that fosters and sustains a healthy DP culture among faculty.
- Lead and participate in curriculum review and development for each academic department.
- Plan the DP in cooperation with the Principal and academic leadership team, including strategic and action planning, resource allocation, and establishing priorities to ensure continuous programme improvement.
- Work collaboratively with administration to implement and follow a prescribed meeting schedule and agenda structure.
- Lead the IB DP five-year self-study process when required.
- Ensure that staff members are informed about professional development opportunities.
- Keep a record of all workshops offered and attended.
- Prepare and present workshops for teachers in areas of need during Monday staff meetings and PD days.
- Assist teams in developing and documenting units of inquiry and individual student inquiries.
- Support teachers responsible for Personal Project mentoring.
- Facilitate staff membership to My IB.

Professional Standards and Proficiencies:

In evaluating the performance of the DP coordinator, the Principal will measure success by how well the staff member performs the job responsibilities and fulfills the following competencies.

Job Knowledge/Potential

Possesses the competence, knowledge, and experience to perform the job effectively and efficiently. Applies technical and procedural knowledge to get the job done. Continuously expands job knowledge and keeps abreast of new developments and displays innovation.

Interpersonal Relations/Skills

Is cooperative, considerate, and tactful in dealing with students, parents, staff, co-workers, and the public. Gains confidence and trust of others and exhibits appropriate sensitivity to others. Works effectively with others on a team.

Reliability and Commitment

Consistently meets deadlines and is able to juggle competing priorities without sacrificing quality/accuracy. Demonstrates commitment to the school's mission and can be trusted to follow through on commitments.

Communication

Clearly and convincingly expresses thoughts, ideas, or facts orally and in writing. Responds appropriately to both written and oral directives and ensures clear, timely communications to others. Builds effective formal and informal communication channels.

Judgment & Accountability

Uses good judgment and follows up as needed. Anticipates and identifies problems and helps to bring about resolutions. Is open to or offers different solutions and determines what to handle independently and what to refer to. Is accountable and takes responsibility for own decisions and actions.

Customer Service

Provides quality service to students, parents, and staff and seeks feedback from internal and external sources. Anticipates needs and continuously searches for ways to increase satisfaction.

Management/Supervision

Visualizes, creates, communicates, and sustains a positive environment. Delegates appropriately and promotes teamwork and cooperation. Effectively motivates, coaches, develops, and helps evaluate staff.