



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	International Baccalaureate (IB) Coordinator
Reports to:	Building Principal
Job #:	XXXX
Payroll/Personnel Type:	10.5 Month
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible
Starting Salary:	\$59,869.80

Position Summary:

The International Baccalaureate (IB) Coordinator assists the principal and faculty with the implementation of the IB Diploma Program and with the recruitment of teachers and students. The coordinator provides instructional leadership in the design, development, and implementation of the Pre-IB as well as the Diploma Program and serves as the liaison between the school and the International Baccalaureate Organization.

Essential Functions:

- Communicate with subject teachers, providing relevant and necessary updates relating to IBO, curriculum, and assessments
- Administer the IB program budget, which includes arranging payment fees to IBNA office, purchasing resources, and allocating funds to student costs and projects
- Coordinate and drive recruitment and selection of candidates for IB program
- Coordinate, support, and develop all aspects of the IB instructional program, which includes training and supporting teachers to implement IB curriculum and assessment according to IB teaching practices and standards
- Manage all components of the IB and EOC testing systems
- Coordinate the IB program in close collaboration with the school team to ensure appropriate school schedule and appropriate course load for students
- Provide services to students as relates to implementation of and participation in the IB program, which includes creating the academic-year calendar, coaching and supporting students through the IB program, advocating for IB students, and preparing transcripts for IB students
- Serve as the Theory of Knowledge instructor
- Supervise Creativity/Action/Service (CAS) for all student candidates and the program
- Serve as a liaison to local, national, and internationally IB organizations
- Coordinate all extended essays and examinations as relates to the IB program
- Address longitudinal concerns, ensuring ongoing contact with graduates and accurate and orderly maintenance of records for graduates
- Coordinate all aspects of the IB Conference and IB Speaker Series, as determined by school site
- Maintain appropriate and necessary certification and skillsets
- Perform other related duties as assigned necessary to the successful operationalization and execution of a high-function IB program
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Must have the ability to train staff in program implementation
- Excellent communication skills, both written and verbal
- Excellent organizational and interpersonal skills
- Must demonstrate competency and maintain



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Experience:

- Experience leading an IB Program
- A track record of success in leading rigorous, high school classrooms
- Experience managing a small team and/or a caseload of students

Education:

- Bachelor’s Degree (required)
- Master’s Degree (preferred)
- Missouri Teaching Certification (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

We reserve the right to close this job posting at any time based on the needs of the district and the applicant pool. Candidates are encouraged to apply as soon as possible to ensure consideration.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.