

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: INTERNATIONAL BACCALAUREATE PROGRAM COORDINATOR

SCALE: Teacher Salary Scale

CONTRACT DAYS: Up to 191

POSITION SUMMARY:

The IB Coordinator is responsible for leading all aspects of the IB Diploma program at Shanghai American School. 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 could include a teaching component.

SUPERVISED, EVALUATED BY & REPORTS TO: High School Vice-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 program
- Experience in implementing the principles of the IB DP program 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 program 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 Program
 - Contribute to developing instructional leadership
 - Collaborate with the school administration to identify, recruit, and retain highly qualified IB faculty
 - Promote the IB DP Program through advocacy to administration, faculty, parents, and students
 - Prepare annual budgets for the IB Program
 - 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 Program is operating within the requirements of the International Baccalaureate and maintain current knowledge about the changes within the IB DP Program.
 - 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
 - Liaise with the Educational Programs team to ensure a cohesive, intentional PD plan for IB teachers
 - 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
- Students
- Provide accurate information to grade 9 & 10 students about the program 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 Program
 - Collaborate with regional IB DP coordinators to learn and grow the program
 - 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.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and

care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.