



IBDP Coordinator Job Description

Department: Instruction

Term of Employment: 2 years

Band: Teacher

Reporting Accountability: Secondary Principal

Scope of Responsibility

The International Baccalaureate (IB) Diploma Coordinator is responsible for the effective administration and pedagogical leadership of the IB Diploma Programme (IBDP). As a vital member of the Academic Leadership Team, the IBDP Coordinator will oversee the planning, implementation, and evaluation of the IBDP, ensuring program quality and championing the IB ethos across the school. This role also includes executing the school's broader curricular improvement plans in support of the IBDP framework.

Major Duties and Responsibilities

1. Pedagogical & Curriculum Leadership

- Provide pedagogical leadership for the DP team, aligned with inquiry-based learning philosophies.
- Facilitate the collaborative planning of inquiry-based learning experiences and the ongoing development of the IBDP curriculum.
- Lead collaborative team meetings using student-learning data for reflection, sharing best practices, and enhancing pedagogical discourse.

2. Teacher Professional Growth & Supervision

- Oversee the onboarding, recruitment support, and ongoing professional development for DP teachers.
- Assess PD needs, and coordinate and manage teacher participation in internal and external IB workshops, including application review and attendance tracking.
- Ensure high standards of teaching and learning through regular classroom visits, co-teaching, and constructive dialogue.

3. Assessment, Examination & Data Analysis

- Manage internal and external assessments and examinations in accordance with IB standards and school policy.
- Support teachers in developing assessments and utilizing assessment data to inform curriculum review and program improvements.
- Work with school leadership to analyze results and adjust program delivery as necessary.

4. Programme Operations & Administration

- Serve as the liaison between the school and the IB, managing communications and submissions for authorization, evaluation, and ongoing reporting.
- Work with school leadership to analyze results and adjust program delivery as necessary, ensuring all programme implementation adheres to the IB standards.
- Maintain accurate school, student, and examination information through official IB platforms (e.g., IBIS, ManageBac).
- Oversee the administrative planning and execution of key events, including mock and final examinations.
- Support the student admission process for the DP and liaise with other programme coordinators to ensure continuity and progression.



5. Communication & Community Engagement

- Establish effective systems for internal communication to ensure all staff are updated with current IB developments and programme information.
- Advise students and parents on subject selection, programme requirements, and academic pathways within the DP.
- Organize and lead information sessions and workshops for parents and students to foster a clear understanding and strong partnership with the community.

6. Strategic Planning & Resource Management

- Lead the development and execution of the strategic plan for programme authorization, evaluation, and review.
- Recommend and procure high-quality textbooks, digital resources, and equipment to support curriculum implementation, assisting in related budgeting.
- Establish and maintain a comprehensive inventory of DP-specific resources to facilitate efficient use and collaboration.

7. Other Duties

- Perform other campus duties not explicitly outlined in this document, such as assisting with school ceremonies, as assigned by the Principal, Deputy Head of School, or Head of School.

Qualifications Required:

- Bachelor's degree in education, educational leadership, or related fields (master's degree preferred).
- 3-5 years of successful teaching experience within the IBDP and at least 2 years of experience as an IBDP Coordinator.
- In-depth knowledge of the IBDP curriculum, assessment model, and core components (TOK, EE, CAS).
- Proven leadership and administrative experience in an educational setting.
- Exceptional communication, interpersonal, and organizational skills.
- A deep commitment to the IB philosophy and mission.
- Preferred Qualifications:
 - Direct experience with the IB authorization or programme evaluation process.
 - Organizing the administration of the IBDP exams
 - Professional experience in an international school environment.
 - IB workshop leadership or examining experience
 - Experience in leading curriculum change and professional development initiatives.

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