

## **DP Coordinator**

### **Job Description**

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#### **Description of Role**

The DP coordinator is responsible for all DP activities, standards and procedures and shall ensure that all requirements of the programme and its implementation are met. The DP coordinator shall be able to act as the pedagogical leader of the DP section.

The DP coordinator ensures that pedagogical aspects are discussed, information is disseminated, and the programme is planned and taught collaboratively.

**Level:** Extended Senior Leadership Team

**Reports to:** The Secondary School Principal

#### **Qualifications and Experience:**

At least five years of teaching experience. Demonstrated significant knowledge in the International Baccalaureate Diploma Programme. Strong attention to detail. Demonstrated knowledge of instruction, curriculum, DP assessment, and exemplary practices in the DP. Experience as an educational leader. Considerable IB teaching experience preferred. Master's degree preferred.

#### **Responsibilities:**

##### **Educational Leadership & Administration**

1. Supports and promotes the Strothoff International School vision and mission.
2. Demonstrates and exemplifies the IB Learner Profile Qualities.
3. Assists the principal in working collaboratively with faculty, parents, and students.
4. Communicates effectively with all stakeholders both verbally and in writing.
5. Contributes effectively to and collaborates with the Strothoff International School Leadership teams on school wide initiatives.
6. Cultivates a community of learning
7. Part of the hiring process for all DP teachers and positions
8. Supervise the Extended Essay and Community, Action, Service Coordinator positions.

##### **Curriculum**

1. Lead the DP curriculum development process and work in partnership with the Heads of Department, Extended Essay Coordinator, CAS Coordinator, MYP coordinator, and PYP Coordinator.
2. Participate in monthly Extended Senior Leadership Team meetings with regard to all matters relating to the implementation and development of the Diploma Programme.

## **Documentation and Organization**

1. Ensure that copies of IBO publications pertaining to the DP section of the school are available to all staff members.
2. Participate in the formation of the school's strategic development plan.
3. Serve as liaison person to the IBO.
4. Facilitate the visits of IB representatives.
5. Schedule and coordinate all examination procedures including the oral and mock examinations.
6. Capture and provide relevant data in a comprehensive format relating to student IB Diploma predictions, examination results, department results and comparisons.
7. Serve as a resource to Subject Department Heads and teachers.
8. Coordinate University counselling and careers advice in collaboration with the Careers Counsellor.
9. Assist the Secondary School Principal in identifying resource needs.

## **Professional development:**

1. Plan for and coordinate the IB Diploma Professional Development activities for staff.
  - a. Ensures that staff members are made aware of professional development opportunities.
  - b. Make recommendations regarding professional development opportunities on and off campus.
  - c. Keep a record of workshop attendance and school visits to ensure equality of opportunity and identify ongoing needs.
2. Act as a mentor and critical friend to ensure that all teachers are on a path of continuous professional development and growth.
3. Ensure all relevant staff is kept up to date with IB publications and requirements.
4. Lead the orientation of new teachers into the DP.

## **Communication:**

1. Set up systems for communication and collaboration among all staff members involved in implementing the programme.
2. Parents:
  - a. Organizes regular student progress updates for parents.
  - b. Conduct parent information sessions.
  - c. Organizes regular parent evenings to ensure parents are well informed.
  - d. Supplies any required documentation or media support.
3. Publish articles pertaining to the programme in the school newsletter.
4. Circulate all relevant information received from the IBO.
5. Prepare and submit any documentation required for authorization and evaluation.
6. Ensure that all requirements of the IBO concerning the implementation of the programme are adhered to.
7. Respond to requests for information (for example, questionnaires) from the IBO.
8. Provide a liaison between the school and the IBO.

9. Provide outreach to the wider DP community through the Programme Resource Centre discussion forums, e-mail and school visits.
10. Promote the use of the Programme Resource Centre within the school community.
11. Establish/maintain links with other DP schools in the region.

### **Students**

1. Ensure students have a clear understanding of the aims, requirements, and standards of the diploma programme as early as grade 9.
2. Supervise students' choice of subjects and their ability to participate in the programme.
3. Act as a mentor and critical friend to ensure students meet deadlines and are on a path of continuous improvement.
4. Collaboratively develop schedules with students.

### **Resource management**

1. Assist the principal and make recommendations for the purchase of suitable resources to support the implementation of the programme.

### **Other Duties**

1. Any other administration or teaching duties deemed necessary by the head of school.