

The Certified Coordinator is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation, development, of the area of assignment. The Certified Coordinator will work closely with the Departmental Director and ensure that departmental programs are established and effectively carried out efficiently and effectively. The Certified Coordinator shall serve as the program area lead and serve as a key resource person for the implementation of programs assigned to their specific area. The Certified Coordinator reports to the Director of the Department and works collaboratively with other Certified Coordinators in the areas of Curriculum & Assessment, Instruction, Special Education, and Information Technology as well as other district administrators and coordinators in supporting school and student success.

Chain of Command

This position reports directly to the School Principal.

Competencies of the Certified International Baccalaureate Coordinator

Listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

ESSENTIAL DUTIES

- Organize, provide, and track professional development related to International Baccalaureate (IB) programs and facilitate IB induction process for new teachers
- Facilitate grade level and content team teams in developing, revising, and documenting the Program of Inquiry and unit plans
- Facilitate and monitor the implementation of Learner Profile, Approaches to Learning, and Global Contexts and provide support for accurate implementation of the program for all students
- Support teachers in implementation and documentation of student progress relative to IB Content Assessment Rubrics

- Support implementation of IB program best practices in classrooms through modeling, co-teaching and co-planning of lessons and units
- Coordinate student exhibition and service learning projects
- Serve as liaison between the school/district and the IBNA and IBO and participate in IB networking opportunities
- Communicate with parents and the wider community regarding the implementation of IB programs
- Locate and disseminate resources to support implementation of the IB program
- Prepare application and supporting information to ensure the school readiness for candidacy review and authorization/reauthorization visits

MINIMUM QUALIFICATIONS

M.A.Ed. in specialized area of assignment; or

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above

Valid Arizona Teaching Certification and five years of teaching experience

Knowledge and experience in the development and evaluation of curriculum programs; knowledge of standards and instructional pedagogy

PREFERRED QUALIFICATIONS

M.A.Ed. in Curriculum and Instruction

Experience with International Baccalaureate programs, instructional coaching, and/or curriculum coordination

Date Revised

8.28.19