

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: TEACHER - AP/IB COORDINATOR

GENERAL STATEMENT OF JOB

The Teacher - AP/IB Coordinator is responsible for the development of the Advanced Placement and International Baccalaureate Programs at a High School. In coordination with the School Leadership Team and District AG Department the Teacher - AP/IB Coordinator is responsible for executing all administrative requirements of the programs from student recruitment to exam coordination and administration. Position reports to assigned school principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Monitor spending of IB allotted budget from district including purchasing all IB instructional supplies.

Facilitate ongoing Professional Development for IB teaching staff throughout the school year.

Organize and lead IB Team meetings on a regular basis.

Work closely with the counseling staff to meet individually with “pre-IB” and IB candidates to ensure proper course selection and progression through 4-year path.

Conference with students, teachers, parents regularly.

Recruit new pre-IB and IB candidates through school magnet program.

Register and order exam materials and coordinate the May AP/IB exam administration as well as ensures the timely completion of all IB Internal Assessments throughout the school year.

Oversee the CAS (Creativity, Activity, Service) and EE (Extended Essay) elements of the IB Diploma Program.

Act as liaison between county, school administrators, counselors, teaching staff and students.

Coordinate with Counseling and School Leadership team to ensure the master schedule meets program needs.

TEACHER - AP/IB COORDINATOR

ADDITIONAL JOB FUNCTIONS

Performs other work related to school-based professional development as requested.

MINIMUM TRAINING AND EXPERIENCE

Minimum of a Bachelors Degree with certification and experience in education with a strong commitment to school improvement. Must have excellent communication skills (oral and written) and be able to work well with teachers and school administrators.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, typewriters, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 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.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, requisitions, publications, etc. Requires the ability to prepare correspondence, reports, forms, records, surveys, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including counseling terminology.

TEACHER - AP/IB COORDINATOR

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the County and School Board policies and procedures.

Considerable knowledge of the principles and practices of testing and interpretation of test data.

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

General knowledge of the North Carolina Standard Course of Study.

Skill in oral and written communication.

Skill in providing consultative services to school staff.

Ability to evaluate the effectiveness of existing programs and make recommendations for improvement.

Ability to work and communicate with diverse groups and organizations.

Ability to develop and conduct presentations.

TEACHER - AP/IB COORDINATOR

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from the information.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.