



Function/Division	The KAUST School		
	IB DP Coordinator, High School		

Reports to	The KAUST School	Title	High School Principal
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Position Summary

The International Baccalaureate (IB) Diploma Program (DP) coordinator provides leadership and expertise related to curriculum by working with individual teachers, participating in subject team meetings and collaborative planning meetings and leading professional development sessions. The DPC liaises with the IB and ensures that the DP curriculum and IB regulations are implemented consistently and authentically.

Major Responsibilities

Liaising with the IB

- Acts as a liaison between The KAUST School (TKS) and the IB organization
- Ensures that all regulations set by the IB concerning the program and all procedures are adhered to and that all deadlines are met
- Makes DP publications, including information on DP workshops and conference opportunities, available to staff members
- In collaboration with the Pedagogical coordinator and Teaching & Learning Director, keeps track of workshop attendance and school visits to ensure that teachers are DP trained
- Provides outreach to the wider IB DP community through discussion on MyIB forums, e-mail and school visits and maintains links with other IBDP schools in the region
- Prepares and submits documentation required for the self study for the evaluation visit
- Carries out the necessary tasks outlined in the IBO's list of coordinator's responsibilities, including monitoring of invoices, monitoring of assessment deadlines, and dispatch of necessary documentation
- Ensures that all regulations set by the IB concerning the program, the exams and all procedures are adhered to properly, and that all deadlines are met, and invigilation policies are followed

Delivery of the DP

- Oversee the implementation of the DP Program including the Core, Creativity Action Service (CAS), Theory of Knowledge (TOK), Extended Essay (EE), according to IB guidelines
- Promotes the elements of the IB framework including the Approaches to Learning, Learner Profile and international-mindedness permeate all subjects
- Supports Subject Team Leads in implementing the subject specific syllabus and subject-specific assessment criteria
- Promotes the application of TKS K-12 curriculum architecture, instructional and assessment agreements and initiatives within DP subjects as relevant
- Acts as a resource person to teachers on issues in the DP program
- Analyzes data, guides teachers in data analysis protocols, and makes data-driven decisions
- Monitors student progress through the DP program, including proactive communication and interventions as needed.
- Assists new teachers in understanding the DP and TKS HS curriculum
- Shares materials, programs or resources to strengthen the implementation of the DP and high school program.
- Assists teachers to join My IB and guides teachers how to access subject documents and programme communities
- Oversees all Pamoja matters, including IB DP Pamoja course enrollments and liaison between the school and Pamoja
- Teaching duties as assigned
- Supervise and manage all aspects of the DP exams in May

- Disseminate all DP results in June, respond to queries from students and organize re-marking
- Visits classes of DP teachers and engages in a dialogue with DP teachers regarding programme delivery

Whole School

- Participates in the development of the school's educational strategy, particularly as it affects the Grades 11 and 12
- Leads curriculum coordination in the high school, responsible for the IBDP as well as other standards aligned courses in the high school that may not fall within the MYP or DP, working in close collaboration with HS Principal, MYP Coordinator, and Director of Teaching and Learning.
- Collaborates with the Teaching and Learning Director to ensure student success.
- Collaborates with the IB PYP and IB MYP Coordinators to assure a consistent and coherent approach from K-12 around relevant continuum matters and initiatives.
- Advises the HS administration in regard to curricular issues related to the IBDP
- Participate in the planning of the HS Professional Development calendar
- Conducts parent information sessions
- Remains current with educational research and trends and provides timely and effective insight into student learning and educational practices
- Analyzes data to guide DP continuous improvement efforts
- Liaises and works in close collaboration with the high school counseling team, including leadership with the DP program advising, course selection and enrollment process.
- Liaises with the Learning Support Teachers for Gr 11 and 12

Supervision

- Reports to the High School Principal
- Is a member of the High School Leadership team
- Provides guidance to Subject Team Leads and DP Teachers, EE and CAS coordinators

Competencies

- Experience with secondary curriculum development
- Ability to speak publicly and to make clear, concise written and oral presentations
- Demonstrated effectiveness working with groups
- Expertise with curricula articulation and the DP program
- Excellent command of oral and written English language
- Ability analyzing data
- Experience with educational technology tools such as PowerSchool and Toddle

Qualifications

- Master's Degree in Curriculum and Instruction or Educational Administration preferred
- Minimum of three year's teaching experience in education or K-12 school
- Minimum of three year's curriculum development experience in education
- Previous experience working in an international school preferred