

Job Description of Assistant IBD Coordinator

The Assistant IB Coordinator plays a key role in the implementation and development of the IB Programme, by providing academic, administrative and pastoral support to the teachers, students and parents. The Assistant IB Coordinator, acting together with IB Coordinator and other Heads and the Deputy Heads, will support in the planning and management of the programme. The Assistant IB Coordinator should also be familiar with the regulations and procedures described in the Handbook of Procedures for the IB Diploma Programme and the General Regulations: Diploma Programme. The Assistant IB Coordinator aids the IB Coordinator in building, guiding and implementing the academic procedures, inclusive of orientations, and conduct of examinations. S/he is also responsible for communicating information to all members of the school community, scheduling internal school assessments and liaising between the school and the parent on issues relating to compliance with school policies. A key necessity is also to support the student body in terms of day to day academic and pastoral matters.

Familiarization and Liaison with IB:

The Assistant IB Coordinator will need to be familiar with IB documents and IBIS and keep abreast of changes in both, course content and procedures for Examinations, to aid the IB Coordinator in performing her/his duties. S/he will support the Orientation process of Parents of incoming students of Grade 11, to give them an overview of the systems and procedures of the Program at DAIS.

Determining admission to the Diploma Programme:

The Assistant IB Coordinator needs to be closely involved in developing and administering the process for student admission into the Diploma Programme; this may take the form of student interviews, testing or evaluation of teacher recommendations.

Guiding Students and Parents on Academic Deadlines, Performance, Regularity of attendance and Punctuality to school and to classes:

The Assistant IB Coordinator will track student performance and follow up with students who are slacking in Internal School Assessment deadlines or home assignments. Any recurring issues will be reported to the IB Coordinator/Deputy Head/Head, as the need for escalation arises.

A steady and daily follow-up on student attendance, punctuality and leave notes for absenteeism also forms a part of the pastoral support, provided by the Assistant IB Coordinator, for which he/she will be the central point of communication between students, tutors, parents and the school authorities.

Sustained late-coming leading to detention, will be administered by the Assistant IB coordinator, which will be followed up by informing parents, assigning a place and work to the detained student.

Mentoring and Guiding Tutors:

The Assistant IB Coordinator, in conjunction with the IB Coordinator, will help to familiarize new teachers with the academic procedures and pastoral requirements for the students, vis-à-vis, IB Tutor Group needs.

Arrangement for Internal School Assessments:

The Assistant IB Coordinator plans monthly scheduled tests in coordination with Subject Heads and the IB Coordinator, and communicates the block-wise schedule to students and parents, via email and Managebac. The follow-up for absentees and defaulters for the tests is also looked into.

Conduct of Internal Examinations:

The Assistant IB Coordinator works in conjunction with the IB Coordinator to ensure smooth running of the examinations. This includes collecting exam papers and mark schemes from Department Heads, checking the same for clerical errors, preparing multiple copies as per the requirement, along with help of Department Heads and the IB secretary and arrange for their safe-keeping.

Arranging and equipping of suitable venues, making arrangements for SEN students, checking examination stationery, publishing an invigilation schedule and informing Housekeeping about the necessary arrangements, are all steps undertaken for the smooth running of the examinations.

The Post Examination at Risk Meetings and reports of the same, will be generated by the Assistant IB Coordinator and the IB Coordinator. Facilitation of the distribution of Report Cards and verifications of errors therein, will also be facilitated by him/her.

Parent Teacher Meetings/Orientations:

Ensuring that Security & Housekeeping are informed of venue arrangements, including catering arrangement, for the PTM/Orientations.

Supporting the Core:

The Assistant IB Coordinator's role, in relation to the Core, is primarily to ensure that it is implemented in the spirit of the IB Programme and to follow-up on defaulters.

S/he needs to support the CAS Coordinator, especially in regards to any arrangements that need to be made. The CAS coordinator's function includes developing opportunities for students to engage in authentic experiential learning and to reflect on their experiences in meaningful ways. The Assistant IB Coordinator should ensure that CAS is properly supported and valued in the school.

The Assistant IB Coordinator is also required to support the Extended Essay and TOK Coordinators and ensure that students meet the timeline for production of the essays and presentations, which comprise the assessment of these components of the course.

General Administration:

S/He will also ensure that the IB Secretary tracks subject changes of existing students.

S/He works in conjunction with the IB secretary to ensure that all lists/schedules and files are updated.

The Assistant IB Coordinator in conjunction with the IB Coordinator uses any Assembly time to update the students on internal school deadlines and other matters relating to their Diploma Programme.

Other Duties and Responsibilities:

Perform other duties as assigned by the International Curriculum Head/Deputy Head/IB Coordinator.