

FI02 Associate Principal & IB Diploma Coordinator

Group:	Faculty
Reports to:	High School Principal
Direct reports:	None
Position Summary:	Under the direction of the High School Principal, the Associate Principal will assist with administrative responsibilities that increase the scope of support to students, teachers, and parents at the High School.

Key areas of responsibility:

Assist the principal in promoting a positive school culture focused on what is most beneficial to students.

- Reinforce excellence and holds students, teachers, and staff to high expectations.
- Promote a safe and caring climate for learning.
- Implement and promotes the Upper School vision for learning.
- Promote effective communication.
- Orientate new parents, students, and staff to school programs, philosophy, organizational patterns, policies and procedures.
- Facilitate and encourage collaborative decision-making.
- Recognize and celebrate exemplary performance of teachers and other school personnel.
- Able to assist in school tours for prospective new families.
- Bring the following qualities to the position: a positive perspective: an open-minded approach; a willingness to move forward and accept change; an ability to “think outside the box”; supportive of new initiatives; inspiring leadership; a willingness to listen to the viewpoints of others; a recognition of he/she needs to be visible on the campus and involved with Upper School activities; and, an ability to serve as a role model to both students and teachers.

Assist the principal in creating an effective learning environment for Upper School students.

- In coordination with other members of the administrative team, supervise and check that appropriate curriculum and effective instruction is being delivered in each classroom.
- In coordination with other members of the administrative team, review curriculum instructional plans, observe instruction.
- Work with campus and school level administration to identify and diagnose curriculum

and instructional problems.

- Work with teachers to design positive learning experiences for students.
- Assist in the development of short and long-range curriculum and instructional program plans based upon assessed needs, and sets goals as appropriate.
- Plan and develop an effective master schedule and organization of classes to facilitate student learning.
- Responsible for matters relating to Skyward, including attendance, grading and reporting, and the development of sound reporting practices
- Coordinate the staff's identification of appropriate and adequate equipment, books, supplies and instructional resources to implement an effective educational program particularly during budgeting and ordering process

Assist the principal in addressing the developmental needs of Upper School students.

- In coordination with other members of the administrative team, examine and improve school programs.
- In coordination with the Intermediate school principal, develop and implement guidelines for student conduct/behavior and a discipline plan with rules and consequences for student conduct/behavior.
- In coordination with members of the administrative team and counselors provide for the assessment and placement of students.
- Provide for the evaluation and reporting of student progress, both written and oral.
- Assist in the administration and coordination of testing programs and student surveys.
- Assist in the monitoring of student achievement.
- Monitor student attendance.
- Provide for enrichment education for students through such activities as after school activities, athletics, student government, etc.
- Help coordinate off-campus school-related activities such as field trips or service learning opportunities

Assist the principal in mobilizing the participation or employment of appropriate individuals to establish a positive learning environment for Upper School students.

- Along with other members of administration, meet and work with parental groups, such as the PTO to accomplish school goals and objectives.
- Foster educational efforts between parents and teachers.
- Assist in the recruiting, interviewing, hiring process, and orientation of teachers and other school personnel.
- Counsel, guide, and evaluate the job performance of school personnel.
- Assist the principal in improving the quality of the learning environment by strengthening the knowledge and skills of the school staff.
- Encourage personal and professional growth as well as leadership among the staff.
- Assist in assessing the need for designing, selecting, and promoting in-service education of the total staff.
- Assist in the coordination and provision of staff development activities.

- Assist teachers in their professional improvement efforts in fulfillment of their duties.
- Participate in professional improvement activities and in-service training programs.

Assist the principal in developing a shared strategic vision for the improvement of teaching and learning principally at the Upper School level.

- Assist in the continuous renewal of curriculum and instructional policies and methods.
- Provide leadership and direction in the installation of new programs, and reviews and evaluates new program guides with appropriate personnel.
- Pursue and encourage the development of innovative curriculum and instructional programs.

Assist the principal in overseeing the total school operation, including administrative, fiscal, and personnel functions, and responsibility for facilities.

- Assume the role of the principal in his/her absence.
- Prepare administrative reports and other materials as required or appropriate.
- Attend school-wide community meetings as appropriate.
- Assess teaching competencies and classroom management, conducts evaluations in accordance with requirements.
- Assist in the maintenance of a master calendar of school programs and activities.
- Along with other members of the administration, conduct periodic checks for necessary repair and maintenance, and coordinate with other administrators in establishing repair and maintenance program priorities.
- Perform other related responsibilities as required, or assigned by the principal.

IB Diploma-specific responsibilities

- 1) Oversee and monitor the implementation of the IB Diploma program at Academia Cotopaxi
 - a) Oversee the IB curriculum
 - i) Ensure DP groups represented
 - ii) Ensure pre-IB curriculum support entrance into IB program
 - iii) Monitor long range planning of IB and pre-IB curricula
 - b) Manage student enrollment in program
 - i) Ensure DP requirements are met
 - ii) Advise students on course selection
 - iii) Recruit students into program
 - iv) Inform school community about IB program
 - v) Maintain communication with IB parents

- c) Oversee Extended Essay requirement
 - i) Oversee the creation of the EE timeline
 - ii) Introduce EE to students and supervisors
 - iii) Prepare and update EE Handbook for students and supervisors
 - iv) Monitor students' progress on EE timeline
 - v) Collect and post EE grades on IBIS
 - vii) Plan and implement EE Gallery Walk
 - viii) Assist supervisors with the submissions of the EE's on IBIS.

 - d) Work with CAS Coordinator to monitor CAS program

 - e) Take the role of the Site-Based Coordinator for Pamoja IB Online classes when needed (based on students' choices)

 - f) Take the role of Self-Taught Languages Coordinator when needed (based on students' choices)
- 2) Complete all examination session responsibilities including:
- a) Register students for exams
 - i) Ensure students properly registered for exams, and EE
 - ii) Ensure students sign agreement to exam registration
 - iii) Prepare billing information and supervises billing for exams
 - iv) Collect and submits predicted grades

 - b) Oversee and monitor completion of all Internal Assessment
 - i) Oversee the creation and implementation of an IA timeline for all IB subjects
 - ii) Supervise IB teachers' collection of IA assessment, submission of marks, and IA samples
 - iii) Provide assistance to DP teachers with the upload of IA samples

 - c) Manage all examination scheduling
 - i) Schedule Mock Examinations
 - ii) Schedule proctoring of both mock and IB examinations
 - iii) Supervise all examinations with supervisor's support

- iv) Ensure candidates are informed of exam schedule:(1) Post and send to students and parents the Exam Schedule prominently around school, (2) Daily schedule in daily announcements

 - d) Ensure candidates understand the IB exam policies
 - i) Review and clarify policies with all exam takers
 - ii) Post policies prominently around school
 - iii) Post policies prominently near exam rooms

 - e) Ensures scripts are sent to the IB

 - f) Send the G2 form to send feedback to the IB about the exams.
- 3) Teacher Support
- a) Ensure teachers have appropriate IB Guides
 - b) Ensure teachers have access to IB subject area support materials
 - c) Ensure teachers have access to previous examination papers and mark schemes
 - d) Manage teacher access to the OCC
 - e) Provide all necessary IB forms to teachers
 - f) Provide copies of the Coordinator notes to all IB teachers
- 4) IB Teacher Professional Development
- a) Track Workshop attendance of all IB teachers
 - b) Ensure all IB teachers have attended subject area workshops within last 5 years
 - c) Organize teacher attendance at workshops
 - d) Maintain current catalog of workshop opportunities
- 5) Serve on the High School Academic Advisory Committee

Profile:

- Minimum 5 years of experience in grades 6-12
- Master's Degree in Educational Leadership
- Experience as IB Coordinator
- Certification from host country in Educational Leadership and/or PTC International School Leadership certification
- Ability to use and apply current tools of technology to enhance student learning and teacher instruction

- Educational leadership experience (Assistant principal, athletics director, department chair, team leader, committee chair)
- Strong written and oral communication skills
- Excellent interpersonal skills which allow candidate to work effectively with students, parents, teachers, and other administrators
- Commitment to schools Mission and Vision, and ability to support the direction of the school in both words and action
- Willingness to take a leadership role in a student activity