

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE

Extended Essay Supervisor (Tier 1 Club)

CONTRACT REFERENCE

FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR

Activities Director, Principal and DP Coordinator

VERSION DATE

January 2016

JOB SUMMARY

Faculty supervision of the DP Extended Essay according to IB expectations.

TASK NO.

The essential functions of this job may include, but are not limited to, the following fundamental job duties:	
1.	Attends a 1 (one) hour training with the Diploma Coordinator (required once only, not annually).
2.	Reads and becomes familiar with Extended Essay subject guide and subject reports each year you are a supervisor.
3.	Submits the teacher/student contract to the Diploma Coordinator.
4.	Spends at least 3-5 hours with each student.
5.	Reads and returns essay drafts to students in a timely manner.
6.	Requires students to use turnitin.com to prevent plagiarism.
7.	Completes an exit interview before final submission (<i>the viva voce</i>).
8.	Makes every effort to attend final turn-in ceremony.
9.	Fulfills IB supervisor requirements including: <ul style="list-style-type: none"> • Provides the student with advice and guidance in the skills of undertaking research. • Encourages and supports the student throughout the research and writing of the extended essay. • Discusses the choice of topic with the student and, in particular, helps to formulate a well-focused research question. • Ensures that the chosen research question satisfies appropriate legal and ethical standards with regard to health and safety, confidentiality, human rights, animal welfare and environmental issues. • Reads and comments on the first draft only of the extended essay (but does not

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Extended Essay Supervisor

– Page 2

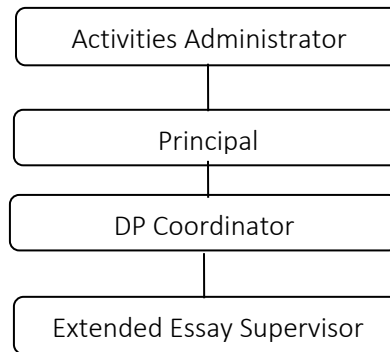
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	edit the draft). <ul style="list-style-type: none">• Monitors the progress of the extended essay to offer guidance and to ensure that the essay is the student’s own work; and reads the final version to confirm its authenticity.• Submits a predicted grade for the student’s extended essay to IBCA.• Completes the supervisor’s report.• Writes a report and presents it to the school’s Diploma Programme coordinator if malpractice, such as plagiarism, is suspected in the final draft.
10.	Other duties as assigned.

QUALIFICATIONS (Specific training or job experience required before appointment)

- Teacher in Fridley Public Schools

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.