



*A World-Class Community of Learners*

### JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	5	2	

JOB TITLE	CONTRACT REFERENCE
International Baccalaureate Coordinator	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Superintendent	March 2015

### JOB SUMMARY

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	<p>Assume overall leadership of the IB program in Fridley</p> <ul style="list-style-type: none"> <li>• Be fully knowledgeable about IB programs, publications, etc.</li> <li>• Participate in all phases of IB training</li> <li>• Lead implementation of IB program across the district, schools, departments</li> <li>• Coordinate/lead district-level IB Committee</li> </ul>
2.	<p>Compliance and documentation</p> <ul style="list-style-type: none"> <li>• Compliance: ensure program requirements are met by district, staff, and students</li> <li>• Documentation: ensure proper documentation is occurring</li> <li>• Maintain accurate IB records for district</li> <li>• Organize and assist in IB professional development and training</li> </ul>
3.	<p>Curriculum</p> <ul style="list-style-type: none"> <li>• Guide and direct curriculum development and review of the written curriculum in all subject areas.</li> </ul>
4.	<p>Assist Fridley staff with integration of IB principles into classroom activities</p> <ul style="list-style-type: none"> <li>• Ensure that areas of interactions are imbedded into each curricular area</li> <li>• Provide guidance in integrating the IB personal project</li> <li>• Ensure that the three fundamental concepts permeate all subject areas</li> </ul>
5.	<p>Assist in ensuring IB-oriented resources are available in schools, media centers, and classrooms</p>
6.	<p>Staff communication</p> <ul style="list-style-type: none"> <li>• Regularly inform Fridley staff of IB information/updates</li> <li>• Communicate and work with school administrators in managing the program</li> </ul>
7.	<p>Facilitate cooperative interaction and collaboration of the professional staff as it relates to the IB program</p>
8.	<p>Communicate IB information to parents, students, and community</p>
9.	<p>Assist in working with IB community partners</p>

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10.	Assist in coordinating visits from IB personnel and other visiting school staff
11.	Assist and collaborate with superintendent/designee in managing the IB program
12.	Other duties as assigned.

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**QUALIFICATIONS** (Specific training or job experience required before appointment)

1. Minnesota teaching license
2. Leadership abilities
3. Quality, respected teacher
4. Effective oral communication
5. Effective written communication
6. Effective listener
7. Self-directed, self-starter
8. Innovative and creative
9. Team player
10. Ethical, honest, person of integrity
11. Flexible
12. Cooperative
13. Excellent people skills
14. Willingness to do what it takes to be successful
15. Willing to learn
16. Able to work with a variety of people types
17. Efficient
18. High energy
19. Technologically competent
20. Capable of being decisive, making difficult decisions
21. Broad-minded, willing to learn
22. Approachable
23. Reflective, analytical
24. Personal belief system aligned with IB philosophies

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**JOB TITLE**

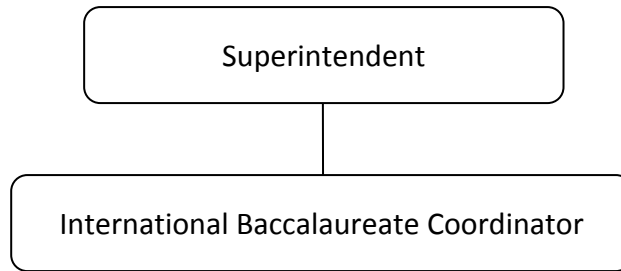
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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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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.