**School Name**

**INTERNATIONAL BACCALAUREATE COORDINATOR**

Non-Classroom Assignment, Preparation Salary Table (0706)

(# Position)

Posting Date: XX/XX/20XX

Serves as the primary contact to ensure the school-wide implementation of the International Baccalaureate (IB) program; supports IB teaching and learning at the school site by developing curriculum, conducting professional development, and disseminating information to stakeholders.

**Primary Duties/Responsibilities:**

* Assist teachers in curriculum development to improve instruction for all students; ensures that key and related concepts and global contexts are being implemented in all subject areas.
* Plans and conducts teacher professional development activities related to the IB program.
* Assists teachers and support staff in making the connection between the IB program and Common Core State Standards.
* Facilitates grade-level meetings to provide feedback and engage in collaborative discussion with instructional staff to analyze assessment data, review student work, discuss best practices, identify student needs, and plan differentiated instruction.
* Provides student and parent workshops to develop understanding of the IB program and inform about community projects.
* Keeps up to date with and informs school staff of developments and new publications.
* Supports the implementation of the published subject-specific assessment criteria.
* Supports the school in monitoring regulations set by the IB program, ensures procedures are adhered to properly, and deadlines are met.
* Writes grants to obtain IB funding; and manages IB budget.
* Maintains accurate records of IB unit planning, IB budget, and staff training.
* Maintains accurate school information via the IB Information System (IBIS).
* Performs other duties as assigned in accordance with the District/UTLA agreement.

**Salary: Teacher Salary (T) Table; C Basis + Differential; 204 paid days, 8-hour onsite obligation**

* In the case of an annualized employee who is changing basis during the year, this change may result in an annualized “settlement” (i.e., the process by which the District resolves an under or overpayment).
* For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
* Selected individual may be subject to displacement due to budget limitations.

**Minimum Requirements: All minimum requirements must be met on or before the filing deadline. It is the applicant’s responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please call (213) 241-6520*.***

* Five (5) years of successful full-time public school certificated service as a teacher
* A valid Clear California teaching credential authorizing K-12 service
* English Learner Authorization

*Note: Applicants are advised that meeting the minimum stated requirements does not ensure an invitation to an interview.*

**Desirable Experience/Qualifications:**

* Knowledge of and ability to conduct peer coaching or mentoring for instructional staff.
* Knowledge of and ability to plan, design, and implement differentiated professional development.
* Knowledge of instructional methodologies and effective research-based strategies to promote achievement for diverse learners.
* Knowledge and experience with MyData, ISIS, MiSIS, and other District reporting and tracking systems.
* Ability to compose and comprehend written communication.
* Ability to work collaboratively with teachers, parents, and administrators.
* Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
* Poise, tact, good judgment, and commitment to the education of all students.

**District Information:**

* **Classroom Vacancies are District priority. In the event that the non-classroom position creates a classroom vacancy, the candidate will remain in the current position until it is backfilled.**
* **If there is an unfilled classroom vacancy at the school site at any time during the school year, the Non-Classroom incumbent may be temporarily reassigned to the classroom vacancy, until such position is filled by a provisional/credentialed employee (non-substitute).**
* **Position may require travel to sites and locations throughout the District.**

*Assignment Limitation: The Non-Classroom Assignment, Preparation Salary Table position and the person serving in the position are subject to annual review by the immediate supervisor, employees may serve in such positions for a maximum of five consecutive years.*

**Application Procedures:**

Interested applicants must submit the following:

1. Cover letter that describes qualifications for this position and successful experience in the following areas:

* Add supplemental area
* Add supplemental area
* Add supplemental area

1. Current resume (include LAUSD employee number)
2. List of three (3) references that includes the current and next most recent supervisor(s) with their contact information. References will be verified for all applicants who are finalists for the position.

**Submit application materials to:**

School Name

Attn: Name, Job Title

Street Address

City, State, Zip Code

Phone Number

Application materials may be sent electronically to \_\_\_\_\_\_@lausd.net. In the email subject line please indicate the following: “Time Sensitive – **IB Coordinator** Application”.

**DEADLINE: Weekday, Month XX, 20XX - 5:00 P.M.**

**All application materials must be received by the filing deadline.**

**Materials sent by fax will not be accepted.**