



**The American International School of Bucharest, Romania
Secondary School IB Diploma Coordinator
Commencing August 2019**

SECONDARY SCHOOL IB DP COORDINATOR – JOB DESCRIPTION

SUMMARY

The IB DP Coordinator is charged with guiding students through their final two years of High School as they progress through the demands of the Diploma Programme. The DP Coordinator is expected to maintain a thorough understanding of all aspects of the Diploma Programme and work with students, faculty, parents and the administration in order to actively endorse and promote the principles which underpin it, in order to allow students to succeed in their participation in the program. The IB Diploma Program Coordinator will report to the Secondary School Principal.

GUIDING PRINCIPLES

As stated in our Mission Statements:

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| Engage | We will be involved in student activities in the MYP / DP; and models behaviors and attitudes in line with AISB community agreements. |
| Inspire | We will participate with staff to continually improve instructional practices and motivate students to be active participants in their education. We will support rigorous student learning and achievement through cooperative effort and best practices; support and promote the Grade 6 to 12 curriculum based upon the IB goals and mission. |
| Prepare | We will be highly organized, detail-oriented and clearly and effectively communicate with all stakeholders. We will incorporate current research and best practices in decision-making and encourage reflection and capacity building in all members of the community. |

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary areas of responsibility; accountability:

- The IB Coordinator is accountable for:
- teaching two classes
- informing and advising the school administration regarding all aspects of the IBDP;
- planning and developing the IBDP in cooperation with the Secondary School Principal;
- meeting with the Secondary School Principal and individual Learning Leaders on a regular basis to discuss Diploma results and set goals for improvement;
- administering and monitoring students; IB option choices; maintaining accurate records of students; subject choices and academic programs;

- maintaining regular contact with the IB and assuming overall responsibility for administering, distributing, completing and returning all relevant documentation pertaining to the IB Diploma programme;
- supporting and advising teaching staff regarding the administration of the IBDP and ensuring that all coursework and examination requirements are met by the stipulated deadlines; assessing faculty professional development needs and, in conjunction with the Secondary School Principal,
- arranging for and leading necessary training;
- administering the IB Extended Essay component along with the EE Coordinator and ensuring that students have appropriately informed supervisors; liaising with the CAS Coordinator to ensure that an appropriate program is in place and is effectively implemented; liaising, as appropriate, with the MYP and PYP Coordinators;
- liaising with the External Languages coordinator to ensure that self-taught students are meeting the requirements of the program; organizing, drafting and coordinating an internal assessment timeline and calendar;
- drafting, issuing and administering the exam and invigilation timetables for the Diploma examinations, mock examinations, exam results, as well as Semester 1 and final exams;
- informing parents, students, and the outside community about the goals and structure of the Diploma program;
- being available during the summer holiday to receive, distribute and, if necessary, query and challenge the Diploma results;
- preparing an annual report for the administration following each examination session;
- organizing and coordinating the five-year IB review for the Diploma Programme;
- managing the DP budget.

QUALIFICATIONS

- Teaching Qualification
- Minimum of five years of successful teaching experience within the IB Diploma Programme – experience as an examiner or with other roles in the IB required;
- Experience in a position of added responsibility such as Head of Department, Team Leader, CAS Coordinator;
- Strong organizational skills;
- Excellent interpersonal skills – specifically an effective ability to communicate to students, colleagues and parents, as well as the ability to develop strong relationships with these groups;
- Willingness and ability to promote high standards, personal and academic, within the school community

TERMS OF EMPLOYMENT & CONTRACT

This position is opened for both Local or Overseas Expats or Local Romanians. This position receives a highly competitive, tax-free salary (for overseas faculty) and a comprehensive benefits package; the initial appointment will be for a two-year period, renewed annually thereafter.

APPLICATION

All applicants should submit a letter of application addressed to the Director, Dr. Robert Brindley, a current résumé, submitted on our [school online job application form](#). The school reserves the right to appoint an applicant at any stage if a highly qualified person applies before the due date.



The School

AISB was founded in 1962 by the US Embassy to serve the educational needs of the American and international expatriate community. As the school has grown, many local Romanian families have become part of the school community together with expatriate families from government, business, and social welfare organizations. AISB is governed by a Board of Trustees, most of whom are parents or have been parents of the school. We are known for our impressive facility, great student results, supportive parents, motivated students and professional faculty. AISB maintains a comprehensive website, containing numerous documents and reports, which potential applicants will find useful at <http://www.aisb.ro/>.

Campus and Facilities

Our campus covers ten hectares (about 27 acres), and offers state of the art facilities to our students, including a performing arts theater/auditorium, libraries & media centers, computer labs, cafeterias, gymnasiums and extensive sports facilities. The campus is located in the Baneasa forest area, approximately 10 km from the center of Bucharest and 13 km from the Henri Coanda International Airport.

Curriculum and Accreditation

AISB is accredited by the *New England Association of Schools and Colleges (NEASC)* and the *Council of International Schools (CIS)* for grades EC2-12, and is authorized by the *International Baccalaureate (IB)* organization to offer the IB Primary Years, Middle Years and Diploma Programmes. AISB is a member of *Central and Eastern European Schools Association (CEESA)*, based in Warsaw, Poland; *College Board*, the *Educational Records Bureau (ERB)*; and *Council of Support and Advancement of Education (CASE)*. AISB is affiliated with and receives grant support from the U.S. Department of State's Office of Overseas Schools (A/SO), Washington, D.C. AISB is also recognized by the Romanian Ministry of Education.

Faculty

AISB is committed to high standards of achievement, as exemplified by a highly qualified faculty who have continuous access to current instructional materials and teaching strategies. AISB faculty and staff come from a multitude of countries including USA, Canada, New Zealand, Australia, UK, France, Spain, Romania and Ireland; the school actively supports and encourages the professional growth of its faculty and staff. Teachers enjoy an excellent benefits package and savings potential. Bucharest is a safe and interesting place to live with a fascinating history and cultural heritage. Most faculty tend to stay for multiple contracts.

The Student Body

AISB has a richly diversified population of approximately 1030 students, with 64 nationalities attending the school from Early Childhood 2 through Grade 12. Romanians comprise approximately 30% of the student population, North Americans 16%, Israelis 11%, Turks, Germans and Koreans 6% each, British 4% and the remainder from Europe, Asia, Africa, Middle East, Australia, and South and Central America. The average class size is twenty students.

Active Parental Support

The AISB community enjoys the support of a very enthusiastic and hands-on Parent and Teacher Organization that supports the education of AISB students by fostering relationships among the school, parents, and teachers, activities and communication between different parts of our community. The PTO organizes and participates in numerous events during the year, such as the Harvest Festival, Festival of Lights, International Festival, Auction Gala, and Terry Fox Run, among others, as well as creating links between the parent community and the school.

The School Board of Trustees

The Board of Trustees is the governing body of the school. It exists to ensure that our students receive the best education, that our teachers have all the resources to teach and benefit from a constructive working environment, and that the school budget is well funded to support our Mission, Vision and Values. The AISB Board of Trustees has ten voting members. The Chair is appointed by the American Ambassador from among the senior officers of the US

Embassy. The Board generally meets once a month to oversee and ensure school governance, school policy and to set strategic direction.

The Country and City

Romania is situated in the southeastern part of Central Europe and shares borders with Hungary to the northwest, Serbia to the southwest, Bulgaria to the south, the Black Sea to the southeast, Ukraine to the east and to the north, and the Republic of Moldova to the east. Roughly the size of Oregon, Romania is the second largest country in the area, after Poland. **Bucharest** — the capital city of Romania — is located at the same latitude with the cities of Portland - Oregon; Montreal - Canada; Venice - Italy; and Bordeaux - France. Romania's territory features splendid mountains, beautiful rolling hills, fertile plains and numerous rivers and lakes. The Carpathian Mountains traverse the center of the country bordered on both sides by foothills and finally the great plains of the outer rim. Forests cover over one quarter of the country and the fauna is one of the richest in Europe including bears, deer, lynx, chamois and wolves. The legendary Danube River ends its eight-country journey at the Black Sea, after forming one of the largest and most bio-diverse wetlands in the world, the Danube Delta. About a third of the country consists of the Carpathian Mountains (also known as the Transylvanian Alps). Another third is hills and plateaus, rich with orchards and vineyards. The final third is a fertile plain, largely devoted to agriculture.

Climate

Because of its position on the southeastern portion of the European continent, Romania has a climate which ranges from temperate to continental. The average annual temperature is 11 °C (51.8 °F) in the south and middle-south and 8 °C (46.4 °F) in northeast. In Bucharest, the temperature ranges from average low -5 °C (23 °F) in January to average high 29 °C (84.2 °F) in July and August, with average temperatures of -3 °C (26.6 °F) in January and 23 °C (73.4 °F) in July and August. Spring is pleasant with cool mornings and nights and warm days. Summer is quite warm, with extended sunny days. The hottest areas in summer are the lowlands in southern and eastern Romania where 37.7 °C (100 °F) is often reached in July and August. Temperatures are always cooler in the mountains. Autumn is dry and cool, with fields and trees producing colorful foliage, much like New England. Winters can be cold, especially in the mountains. While not the rule, abundant snowfalls may occur throughout the country, from December to mid-March.

