

IB DP Coordinator

1. OVERVIEW

- 1.1** The IB DP Coordinator is appointed by the Head of School.
- 1.2** The IB DP Coordinator reports to the Secondary Principal
- 1.3** The IB DP Coordinator is a member of the Secondary Leadership Team.
- 1.4** The IB DP Coordinator is a crucial link between the school and the IB and is expected to maintain a thorough understanding of all aspects of the Diploma Programme and actively to endorse and promote the principles that underpin it.

2. DUTIES AND RESPONSIBILITIES

The IB DP Coordinator is responsible for:

2.1 Administration of the Programme

- 2.1.1** informing and advising the school administration regarding all developments within the DP;
- 2.1.2** maintaining regular contact with the IB and assuming overall responsibility for administering, distributing, completing and returning all relevant documentation pertaining to the DP;
- 2.1.3** administering and monitoring students' DP subject choices;
- 2.1.4** maintaining accurate records of students' subject choices and academic programmes;
- 2.1.5** supporting and advising teaching staff regarding the administration of the Diploma Programme and ensuring that all coursework and examination requirements are met by the stipulated deadlines;
- 2.1.6** administering the Extended Essay component and ensuring that students have appropriate supervisors;
- 2.1.7** liaising with the CAS Coordinator to ensure that an appropriate programme is in place and is effectively implemented;
- 2.1.8** in cooperation with the Secondary principal, organising the school's preparation for and response to periodic DP evaluation visits and reports;
- 2.1.9** ensuring that all internal DP documentation is accurate, current and available to DP teachers;

- 2.1.10** drafting, issuing and administering the exam and invigilation timetables for the Diploma exams including practice exams and, when necessary, resits;
- 2.1.11** being available during the summer holiday to receive, distribute and, if necessary, query and challenge the Diploma results published in July;

2.2 Development of the DP at SIS

- 2.2.1** liaising with other DP Coordinators throughout India and the Asia-Pacific region;
- 2.2.2** organising the attendance of staff at appropriate DP workshops and conferences;
- 2.2.3** in cooperation with the Secondary principal, advising, informing, directing and assisting DP teachers new to the programme or to the school;
- 2.2.4** in cooperation with the Secondary Principal, planning, organising and leading DP workshops and training sessions for Stonehill teachers as necessary;

2.3 Student Support in the DP

- 2.3.1** counselling students individually with regard to their academic progress;
- 2.3.2** implementing the transition programme to ensure the smooth transition of students from other academic programmes into the Diploma programme.
- 2.3.3** working closely with the Placement counselor for University admissions of Diploma students.
- 2.3.4** planning and organising Leadership camp for the Diploma students to build leadership competencies
- 2.3.5** liaising with EAL and Learning Support and boarding staff to ensure that all students are properly looked after and receive accommodations as per the regulations in place

2.4 Promotion of the DP in the SIS Community

- 2.4.1** liaising with the Communications Manager to ensure that curriculum documents and DP descriptions on the school's website are accurate, current and complete;
- 2.4.2** preparing DP information booklets for parents and students;
- 2.4.3** organising, attending and leading such DP information meetings for parents and students as are required;
- 2.4.4** writing on the school website, in school newsletters, and elsewhere as appropriate to inform and educate the community about the DP at Stonehill.
- 2.4.5** organising IBDP workshops for parents and students to disseminate information about the Diploma programme .

2.5 Collaboration and Leadership

- 2.5.1** in cooperation with the Secondary Principal, leading the review, development and promotion of the DP throughout the Secondary School;
- 2.5.2** attending and contributing to regular Secondary Leadership Team meetings
- 2.5.3** in cooperation with the Secondary Principal, preparing an annual report on the IB Diploma results;
- 2.5.4** liaising with the PYP and MYP Coordinators to ensure continuity of instruction and practice throughout the school;
- 2.5.5** liaising with the PYP and MYP Coordinators to ensure maximum articulation between the three programmes;
- 2.5.6** liaising with the Secondary school Principal to review school policies
- 2.5.7** contributing to the Secondary School evaluation and appraisal process as directed by the Secondary Principal