



Longview Independent School District

JOB DESCRIPTION

DIRECTOR OF INTERNATIONAL BACCALAUREATE AND SPECIAL PROGRAMS

JOB TITLE:	Director of IB and Special Programs	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent, Campus Accountability	TERMS:	226 Days
DEPARTMENT:	Curriculum & Instruction	PAY GRADE:	Administrative 6

PRIMARY PURPOSE:

Plan, develop, implement, monitor and evaluate the instructional standards and curriculum for international baccalaureate program K-12

QUALIFICATIONS:

Education/Certification:

Master's degree in education from accredited college or university

Valid Texas teaching certificate with required endorsements or required training for level assigned

Mid-management/supervisory certification, preferred

Two to three years IB gifted/talented training

Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

MAJOR RESPONSIBILITIES AND DUTIES:

1. Work with instructional division personnel to establish a philosophy, program components and placement criteria for IB programs in the district
2. Develop and maintain the IB curriculum for K-12 on the established timeline
3. Assist principals and teachers in implementing the IB program



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Train teachers in techniques for working with IB students
5. Oversee the screening/placement process for students
6. Serve as liaison to parent groups and the public to keep them informed of the program
7. Conduct program evaluation on an annual basis and make recommendations for improvement
8. Work cooperatively with principals and instructional specialists to integrate the IB programs into the whole instructional program
9. Maintain the budget for the IB program and ensure that budget and programs are in compliance with funding guidelines and regulations
10. Coordinate contest and out-of-school activities for IB students
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Designated professional and paraprofessional employees as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017