



Longview Independent School District

JOB DESCRIPTION INTERNATIONAL BACCALAUREATE COORDINATOR/COUNSELOR

JOB TITLE:	International Baccalaureate Coordinator/Counselor	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal	TERMS:	226 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Administrative 3

PRIMARY PURPOSE:

To provide leadership and expertise needed to implement the International Baccalaureate program

QUALIFICATIONS:

Education/Certification:

Master's degree in guidance counseling from an accredited college or university, preferred
Valid Texas counselor certification, preferred
Gifted and talented professional development hours, preferred
Valid Texas teacher certification with required endorsements for subject and level assigned

Experience:

Five years teaching experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Guide the school/community toward achieving the vision, philosophy, and goals of International Baccalaureate
2. Coordinate all activities of the International Baccalaureate (IB) program and serve as a mentor/coach to staff
3. Take a leadership role in designing/implementing/assessing curriculum to meet individual needs, interest, and abilities of students
4. Ability to work collaboratively with administration, peers, and stakeholders
5. Perform classroom visitations and demonstrations



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Attend staff meetings and serve on staff committees as required
7. Assess the accomplishments of the program on a periodic basis
8. Keep notebook and electronic record of program to have available for International Baccalaureate self-study during IB evaluation processes/visits
9. Assist teachers in implementing traditional and non-traditional assessment measures
10. Plan/conduct on-going staff development and site visits for staff and community
11. Maintain International Baccalaureate budget and requisition materials
12. Serve as liaison to International Baccalaureate district office and the campus
13. Assist with the master schedule and teacher scheduling problems
14. Ability to integrate International Baccalaureate components into Texas Essential Knowledge and Skills (TEKS)
15. Select and purchase materials
16. Assist in the selection of quality books, equipment, and other instructional materials that integrate curriculum objectives
17. Be responsible for receiving and maintaining textbooks, study materials, teaching supplies, and classroom equipment as provided by the Magnet grant, keep a current inventory of all items, and provide the inventory and the International Baccalaureate budget upon request
18. Work to maintain and improve professional competence
19. Comply with district policies, as well as state and federal laws and regulations
20. Adhere to the district's safety policies and procedures
21. Maintain confidentiality in the conduct of district business
22. 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)



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

23. Demonstrate regular and prompt attendance
24. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned counseling aide(s) and clerical employee(s)

EQUIPMENT USED:

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

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.



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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