

Killeen Independent School District Job Description

Job Title: Teacher Specialist for IB
Reports To: Director for High School Curriculum and Instruction
FLSA Status: Exempt

SUMMARY

Assists the Curriculum Director in overseeing the International Baccalaureate Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Recruits students for the IB Program.

Conducts informational meetings with secondary counselors about recruitment materials for the middle and high schools.

Reviews students' schedules with counselors to ensure that students are placed into proper classes and meet the local graduation requirements.

Counsels anticipated candidates to achieve the IB Diploma.

Researches current IB publications and materials to enhance student performance.

Submits purchase order requests for supplemental materials and textbooks.

Submits IB reimbursement paperwork to the state by the deadline.

Meets with students regularly to determine academic progress, assesses needs, registers candidates for IB exams, reminds them of CAS requirements, reviews college application materials, and tracks the Extended Essay progress.

Facilitates the IB teachers' meetings and schedules internal assessments; shares feedback with the teachers, such as subject reports and exam results, and reviews assessment schedule and guidelines.

Completes and submits paperwork to register students by required deadlines.

Assigns IB exam sites, gathers and prepares materials needed for exams, reviews exam materials received by IBNA, distributes IB exam candidate's rules and administers, packs, and dispatches written exams.

Recommends teachers to attend IBNA Workshops.

Organizes and holds IB Program Completion Celebration.

Plans regular meetings for each junior and senior class to discuss time management, study skills, networking, contact information, CAS and extended essay.

Organizes IB teachers' retreats focusing on communication, deadlines, materials, and feedback.

Solicits feedback from teachers and students regarding each year's progress and completes a formal summary to be filed with the Campus Improvement plan.

Conducts school-based workshops as needed or requested by the Curriculum Director.

Assists the Curriculum Director in maintaining and evaluating materials to be purchased from the appropriate budgets and oversees IB budget requests.

Oversees all budget requests, to include professional learning for IB staff, textbooks, supplemental materials, etc.

Completes 5-Year Self-Study Requirements as directed by IB.

Assists students with college planning.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree, preferred; three years teaching experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Teacher or Counselor Certification.

LANGUAGE SKILLS

Ability to read, analyze, and interpret educational periodicals, professional journals, business procedures, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, faculty, parents, and students.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES

Must be familiar with computers, such as word processing, e-mail, and internet.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk. The employee must regularly lift and carry (less than 15 pounds); may lift and move text books and classroom equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally required to travel to multiple campuses, as assigned and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Employee may also be required to occasionally travel out-of-district for school functions and/or activities.

Revised Date: October 30, 2018

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.