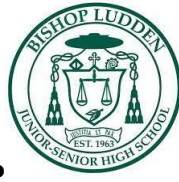




International
Baccalaureate

BISHOP
JUNIOR-SENIOR



LUDDEN
HIGH SCHOOL

Middle States
Accreditation



International Baccalaureate Accredited School

JOB DESCRIPTION

Job Title: International Baccalaureate (IB) Coordinator

Qualifications: Bachelor's degree from an accredited college or university

Master's degree from an accredited college or university

Teaching experience

Familiarity with International Baccalaureate preferred but not required

Purpose Statement: Bishop Ludden Jr/Sr High School, an International Baccalaureate (IB) World School, is seeking an energetic, qualified educator to join our team as IB Coordinator. The successful candidate will work closely with the principal, leadership team, teachers, and support staff to lead, develop, grow and promote our IB program. Teaching responsibilities included.

Major Duties/Responsibilities:

- Along with administration, develop an IB vision
- Participate in the development and evaluation of IB courses
- Facilitate all internal and external IB assessments
- Ensure all IB assessments and grades are turned in on time to IB
- Facilitate trainings and professional development for IB staff
- Coordinate with administration for textbooks, materials and supplies for IB program
- Conduct parent information meetings
- Coordinate exam payment schedule and collection with controller
- Prepare annual IB budget
- Teach Theory of Knowledge course
- Identify and coordinate with CAS and Extended Essay supervisors
- Assist with scheduling of IB courses
- Promote a positive, caring climate for learning
- Assist with the development of an IB selection process
- Co-coordinate Middle States
- Additional responsibilities as assigned by Principal

July 1, 2023 Start Date

Interested candidates should apply to:

Michael McAuliff

Principal

Bishop Ludden Jr/Sr High School

815 Fay Road

Syracuse, NY 13219

michael.mcauliff@syrdiocese.org