



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	AP/IB Teacher/Coordinator
SCHOOL/DEPARTMENT	Assigned high school
SALARY	Teacher salary schedule plus supplement
FLSA STATUS	Exempt
REPORTS TO	Principal
SUPERVISES	Students
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The AP/IB Teacher is responsible for the development of the Advanced Placement and International Baccalaureate Programs at the high school level in Orange County Schools. In coordination with the School Leadership Team and District AG Department the AP/IB Teacher is responsible for executing all administrative requirements of the programs from student recruitment to exam coordination and administration.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of state and School Board policies and procedures
- Considerable knowledge of the principles and practices of testing and interpretation of test data
- Considerable knowledge of Advanced Placement and International Baccalaureate Programs
- General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations

- General knowledge of the North Carolina Standard Course of Study and Common Core
- Demonstrated skill in oral and written communication
- Demonstrated skill in providing consultative services to school staff
- Ability to evaluate the effectiveness of existing programs and make recommendations for improvement
- Ability to work and communicate with diverse groups and organizations
- Ability to develop and conduct presentations
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from information received from AP and IB programs
- Ability to effectively express ideas orally and in writing
- Ability to establish and maintain effective working relationships as necessitated by work assignments

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in education
- Three (3) years of high school teaching experience
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Valid NC certification as a teacher at the High School level
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Previous experience working with AP and IB programs and assessments and their developers (e.g. ETS)
- Spanish Speaking

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitor spending of IB allotted budget from district including purchasing all IB instructional supplies
2. Facilitate ongoing Professional Development for IB teaching staff throughout the school year
3. Organize and lead IB Team meetings on a regular basis
4. Work closely with the counseling staff to meet individually with "pre-IB" and IB candidates to ensure proper course selection and progression through 4-year path
5. Conference with students, teachers, parents regularly
6. Recruit new pre-IB and IB candidates through school magnet program
7. Register and order exam materials and coordinate the May AP/IB exam administration as well as ensure the timely completion of all IB Internal Assessments throughout the school year
8. Oversee the CAS (Creativity, Activity, Service) and EE (Extended Essay) elements of the IB Diploma Program.
9. Act as liaison between county, school administrators, counselors, teaching staff and student regarding the IB/AP program

- 10. Coordinate with Counseling and School Leadership team to ensure the master schedule meets program needs
- 11. Perform additional duties as assigned by the Principal

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*