

# International Baccalaureate (IB) and Advanced Placement (AP) Coordinator

We have been fortunate to have wonderful support for IB and AP provincially. Our current head of programs is retiring and we are looking for a person who is a knowledgeable, passionate and experienced educator to continue to grow and develop these programs in Nova Scotia. Below you will find the responsibilities and qualifications. If you are interested in this part time position please apply with your resume and a cover letter.

## Responsibility:

- Administration and Management Coordination of the IB Program and Advanced Placement programs in Nova Scotia's public schools and to maintain communications with stakeholders and ensure delivery of related services.

## Areas of Focus:

- Liaise with the International Baccalaureate Organization (IBO); region/board contacts for IB; principals, IB Coordinators, guidance counsellors, and teachers in IB schools; and with EECD staff as appropriate
- Compile results by province, school, and subject and prepare annual summary report. Draft related communications
- Analyze results and identify issues to be addressed
- Determine IB students' learning needs that can best be addressed through EECD-facilitated/EECD-organized workshops (e.g., Extended Essay series). Plan and organize such learning opportunities further to budget approval for each project
- Explore opportunities for enhancing cultural proficiency of IB and AP school administrators, guidance counsellors, and staff
- Facilitate professional development and training opportunities for IB administrators, coordinators, and teachers
- Provide information including in-person presentations, workshops, etc., for students, parents, and other education partners. (Scheduled in collaboration with IB Coordinators)
- Respond to all enquiries re IB and AP
- Facilitate the writing of Pre-IB courses
- Support the implementation of the IB Policy (in progress) and the updated Soft Landing Guidelines
- Monitor IB information on school sites to ensure accuracy and currency and that student/parent information requirements are being met
- Review enrolments in IB and AP in each school (iNSchool data)
- Monitor allocation and school use of IB targeted funding
- Work collaboratively with Learning Resources and Technology Services on the implementation of online IB courses
- Explore Middle Years Program opportunities
- Explore the opportunity for the possible implementation of the IB Career-related Program and its connection to Career Exploration and Experiential Learning
- Be a of the research team exploring successful practices used to implement and enhance

Approaches to Teaching and Learning in the IB program as the result of a research grant given to St. Francis Xavier University from IBO

- Develop support documents as required
- Liaise with Atlantic Canadian universities to promote the recognition of both the IB and AP programs including the AP Capstone Diploma and work with the Executive Lead EIPS on future options within the PSP
- Work collaboratively with LRTS to implement online AP Capstone courses and AP Courses
- Explore the experiences of students participating in the Nova Scotia Virtual School AP Capstone Certificate to identify the features required to successfully deliver the certificate courses virtually
- Recommend ways in which schools offering Advanced Placement might be better supported to improve results
- Draft correspondence, briefing notes, information items, reports, and other required communications pertaining to IB/AP, and submit for approval of the Executive Director/Director
- Work with Public School Program lead and others to explore related alternative pathways for students.

**Qualifications:**

- Master's degree in education/public or business administration or acceptable equivalent
- A level 6 or higher Nova Scotia teaching certificate
- Minimum of five years recent and relevant experience as a teacher and/or administrator in the public education system
- In-depth understanding of IB and knowledge of AP is essential
- Demonstrated abilities and experience in project management and working productively and cooperatively with region/board administrators, teachers, and parents
- Significant experience in providing professional development workshops and in-services
- Experienced with technology in teaching and in the workplace
- Excellent oral and written communication skills
- Strong planning, leadership, organizational, and facilitation skills

**Salary:**

\$400 a day for approximately 3 days per week (including expenses- note days per week can vary based on the schedule as determined by the Coordinator and the Director), for a total not to exceed \$56,400.

**To apply:**

Send your cover letter and resume to [eips@novascotia.ca](mailto:eips@novascotia.ca) by Friday, September 28 at 9:00 am AST. Please note IB/AP Coordinator in the subject line.

or mail to:

EIPS  
Brunswick Place, 4<sup>th</sup> floor  
2021 Brunswick Street  
Box 578  
Halifax, NS B3K2Y5  
Canada

Only those selected for an interview will be contacted.