CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928
(530) 891-3000, Ext. 142

JOB DESCRIPTION
INTERNATIONAL BACCALAUREATE LEAD TEACHER

Brief Description of Position
The role of IB Lead Teacher is a liaison person between the International Baccalaureate North America/International Baccalaureate Office (IBNA/IBO), the school district and the individual schools involved in the International Baccalaureate Program. The lead teacher is responsible to see that the program flows smoothly and insure that the IB student candidates succeed in their endeavor. This role involves the following specific responsibilities:

Responsibilities of IB Lead Teacher: To IBNA/IBO
1. Copy and disseminate information received from IBNA/IBO to appropriate staff and students.
2. Complete and mail, in accordance with IBNA/IBO deadlines, all IB forms for:
   a. IB diploma candidates: specific subjects and areas at both higher and subsidiary levels (preliminary and final forms);
   b. IB certificate candidates: specific subjects and areas at higher level (preliminary and final forms);
   c. Lists of texts and authors for Language A and Language B;
   d. Lists of specific works studied by students in Language A courses and in Language B courses (for examination purposes);
   e. Lists of all IB courses offered at PVHS and BJHS;
   f. Lists of texts, authors, and specific areas studied in Language B as infrequently offered languages;
   g. Requests for special authorizations regarding Articles 4 & 5 of the General Regulations;
   h. CC, CA forms for diploma candidates: Reg. Forms D/C/A
   i. Requests for submission of special syllabuses;
   j. Requests for authorization to enter candidates for examinations in languages not taught in the schools;
   k. Requests for transfer and resit candidates;
   l. Annex 2 to the diploma;
   m. R2 forms for dispatch of results to universities.
3. Collect and submit, in accordance with IBNA and IBO deadlines:
   a. Program for special new syllabuses;
   b. All extended essays of students;
   c. Project reports for Subsidiary Level Mathematics Studies;
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d. Mark sheets B for internally assessed syllabuses (if and when this becomes applicable to PVHS);

e. Confidential school records, including teachers' grades and comments;

f. Mark sheets A for internally assessed sections of examinations (where applicable);

g. Theory of Knowledge extended essay (if chosen by student) and grades for internal assessment;

h. Theory of Knowledge grades for internal assessment;

i. Candidates' personal records forms for diploma candidates;

4. Send a CUSD school year calendar to IBNA/IBO.

5. Send updated lists of CASS opportunities to IBO.

Responsibilities of Lead Teacher: To CUSD

To include but not be limited to the following:

1. Disseminate, in accordance with PVHS deadlines, forms to involved teachers including:
   a. Course modifications (all phases);
   b. Applications for new courses (all phases);
   c. Applications for textbook studies (all phases).

2. Collect, in accordance with PVHS deadlines, the completed and copies forms from teachers and forward to appropriate district administration.

3. Plan to:
   a. Meet with all IB departments, teachers, counselors, and administrators at the senior high/junior high schools whenever necessary;
   b. Meet with District personnel whenever necessary;
   c. Meet with BJHS school counselors and assistant principal for instruction regarding screening of seventh grade pre-IB students;
   d. Meet with BJHS representatives whenever necessary to insure proper flow of IB information;
   e. Hold general IB informational meetings with parents and students, if necessary;
   f. Meet with IB candidates at PVHS and BJHS whenever necessary to insure proper dissemination and collection of needed information;
   g. Meet with CUSD Board of Education whenever necessary;
   h. Meet with each student on an individual basis (grades 9-12) at least once per year for pre-scheduling appointments.

4. Attend regional and/or national conferences when appropriate.

5. Facilitate CASS experiences of IB candidates.

6. Secure tutors for students who are IB candidates and who are taking Language(s) IB not offered in CUSD.

7. Process written requests from IB departments and teachers for information, questions, etc. to IBNA/IBO.
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8. Resolve problems which may arise in the teaching of IB courses as posed by the teachers and/or departments involving IB courses.

9. Meet with college/university admissions officers regarding statement of credit/placement policies for students holding IB credentials whenever necessary.

Supervision Exercised or Received
Under the immediate direction of the site administrator/designee and the general direction of the Director of Education Services.

POSITION QUALIFICATIONS

Minimum Qualifications
1. Credential Any valid credential issued by the State of California to perform the services of a teacher in the subject area in grades 7-12.

2. Education Bachelor's degree, including all courses needed to meet credential requirements.

3. Experience Successful classroom teaching experience, particularly with college-bound students.

4. Personal Qualities Appearance, grooming, and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher.

August 1990