



EMPLOYEE NAME: _____

Created: 3/08; Revised: 10/12; 7/16

JOB DESCRIPTION

POSITION TITLE: Teacher on Special Assignment, IB Primary and Middle Years Programs	FLSA: Exempt
DIVISION: Academic, Teaching and Learning	PAY GRADE: CIT (5, 6, 7)
DEPARTMENT: Instruction and Innovative Practice	SALARY SCHEDULE: Teacher
REPORTS TO: Principal	WORK DAYS: 190
	JOB CODE: 135B
PRIMARY FUNCTION: Provides assistance in the development and implementation of the International Baccalaureate Primary and Middle Years Programs.	

REQUIREMENTS:

1.	Educational Level: Master Degree or higher in Education required
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: Minimum of five years teaching experience at different levels
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills; leadership; organization; reading/language arts content expertise

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Collaborates with all stakeholders involved in endorsement process; oversees IB endorsement process.
3.	Schedules and coordinates IB workshops and in-school training; coordinates special school programs that are required by IB models; promotes horizontal and vertical alignment of IB Program K-8.
4.	Develops programs and model lessons for adult learners; assists in the design and implementation of in-service training and professional learning for target audiences.
5.	Identifies and utilizes financial resources and materials to support IB model; assists in the identification and preparation of items for budget consideration.
6.	Works cooperatively with school administrators, special support personnel, colleagues and parents.
7.	Promotes and publicizes understanding and awareness of IB, PYP and MYP.
8.	Demonstrates clear understanding of international mindedness and inquiry-based learning.
9.	Demonstrates flexibility and organizational skills.
10.	Maintains prompt and professional communication with parents.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____