



TITLE: ACTV IB Coordinator TLC Salary Supplement (Assigned)

POSITION INVENTORY: N/A

DEPARTMENT: Office of Academics

FLSA STATUS: Non-Exempt

REPORTS TO: Building Principal

FT/PT: N/A

RECEIVES GUIDANCE FROM: Building Principal

BASIC FUNCTION:

IB coordinators support implementation of district initiatives directed at strengthening core instruction through the common language of effective teaching practices articulated in the Instructional Framework. IB coordinators provide leadership and support to a school in the areas of school improvement, curriculum, instruction, and assessment. This salary supplement is assigned to a full time building IB Coordinator.

ESSENTIAL FUNCTIONS:

1. Foster collaboration and teacher leadership
2. Participate actively on the School Leadership Team
3. Collaborate with the principal and School Leadership Team to design and deliver school-based professional development
4. Attends all District Professional Development meetings on a regular and consistent basis
5. Communicate regularly with the principal
6. Utilize academic interventions and high impact instructional strategies to maximize student achievement
7. Participate in professional development activities designed to continuously improve instructional practices

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):

1. Attend work on a prompt and regular basis.
2. Maintain confidentiality.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required:

1. Current DMPS Building IB Coordinator

PHYSICAL DEMAND:	FREQUENCY:
1. Standing	Constant 67%+
2. Walking	Constant 67%+
3. Sitting	Constant 67%+
3. Bending/Stooping	Frequent 33% - 66%
4. Reaching/Pushing/Pulling	Frequent 33% - 66%
5. Climbing/Stairs	Frequent 33% - 66%
6. Driving	Occasional 1% - 32%
7. Lifting 25 lbs	Occasional 1% - 32%
8. Carrying 25 feet	Occasional 1% - 32%
9. Manual Dexterity Tasks	
a. Telephone	Occasional 1% - 32%
b. Computer	Frequent 33% - 66%
c. Other	Occasional 1% - 32%
10. Working Conditions	
a. Inside	Constant 67%+
b. Outside	Occasional 1% - 32%
c. Extremes of Temperature/Humidity	Occasional 1% - 32%

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.


 *Human Resources Generalist or Manager

Date: 04/06/2017

*This job description is not approved without the signature of a Human Resources Representative.