



The International School of Stuttgart e.V. is a non-profit Kindergarten through 12th grade, CIS and NEASC accredited, IB World School offering an international curriculum to a student body of about 860 from over 40 nations. Among its strengths are its student-centred and holistic approach to learning and its commitment to professional development and emphasis on student pastoral care.

ISS is looking to hire a qualified

## UPPER SCHOOL DP COORDINATOR (D-ROLE)

To commence in August 2022

The Upper School DP Coordinator post is a 12-hour time-release (can be additional to a full or part-time teaching position) on the Degerloch campus, initially for 2 years. The successful candidate will be part of the IB Council and the US Leadership team. This role will have a teaching commitment of two classes.

### The successful candidate must:

- Be a committed and exemplary educator in the Diploma Programme
- be committed to a collaborative approach to working with colleagues
- be reflective in leading the implementation and development of the programme to provide overall leadership of the Diploma Programme in the school.
- Be knowledgeable of the regulations and procedures described in the Handbook of procedures for the Diploma Programme and the General regulations: Diploma Programme.
- Be an effective communicator of information to all members of the school community,
- be principled in administering all internal and external assessment and acting as the primary point of contact between the school and the IB.

### Candidates should:

- have experience as an DP coordinator or a similar leadership role
- have 5 years teaching experience within the DP or MYP / DP

### The successful candidate will be expected to:

- lead the ISS / IB Diploma choice process
- support and train new teachers and assessing professional development needs
- provide individual teacher support in the understanding and implementation of the DP
- review curriculum documentation and development in the school

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- lead the Extended Essay coordination, including the allocation of supervisors
- assist the ATL Coordinator to ensure articulation of learning skills across the grade levels
- prepare for regular programme evaluation articulating curricular expectations leading the Diploma Programme
- take responsibility for the general administration of all examinations in DP1 and DP2
- act as the central point of contact between the IB and the school community.
- provide the necessary advice and process for admission to the Diploma Programmes at ISS
- teach 2 classes, at least one of which will be a DP class.

Applications, in English please, should be submitted to [HR@issev.de](mailto:HR@issev.de).

Applications will be handled with discretion.

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