

Somersfield Academy, Bermuda's leader in inquiry based/concept driven learning through the Montessori and I.B. Middle Years Programs, seeks an IB Diploma Program Coordinator.

The IB Diploma Program Coordinator serves as the leader of the IB DP program in the Secondary division and will promote the Academy's vision, aims, policies and ethos through the leadership, planning and successful delivery of the DP programme. Working collaboratively within the leadership team, the successful candidate will provide administrative & supervisory expertise for the educational instruction of students, professional development of staff, as well as the promotion of appropriate parent and community awareness of the I.B. Diploma Program.

Qualifications:

- Master's degree preferred with specialization in education, administration or related field
- At least five (5) years of relevant IB DP leadership and teaching experience
- Ability to establish and maintain effective relationships with school stakeholders
- Possess qualities in shared decision-making skills and strategic planning
- Established relationships with college and university admissions officers
- Aptitude to lead staff toward instructional improvement and conduct training sessions
- Capacity to prioritize, meet deadlines, work effectively under pressure and detail oriented
- Fluency in both written and spoken English

Responsibilities:

- Coordinate and supervise all activities and programs related to the IB DP Program
- Ensure that all requirements and procedures as set out by the IBO concerning the Diploma program are adhered to
- Contribute to school wide leadership and planning
- Coordinate curriculum and assessment with the Secondary Division Head
- Other duties as assigned by the Secondary Division Head or Principal

Knowledge & Skills:

- Comprehensive knowledge of the IB DP program, principles and current trends in international education and curriculums
- Demonstrated understanding of and vision for the future of educational practice and learning
- Ability to introduce and manage change and innovation
- Demonstrated respect for diversity and internationalism
- Clear strategic thinking

Compensation – Highly competitive salary and benefits package

Please submit cover letter including full name, citizenship, and resume with 2 current dated letters of professional reference by August 31, 2017 to:

Mrs. Dionne Dowling, Business Office, 107 Middle Road, Dev. DV06
ddowling@somersfield.bm

