



The York County School Division  
Human Resources Department  
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<http://yorkcountyschools.org>

*The York County School Division does not discriminate on the basis of age, sex, handicap, race, color or national origin in employment, educational programs, or activities.*

## POSITION ANNOUNCEMENT

February 26, 2008

**POSITION:** Program Coordinator-International Baccalaureate Programme (210 days)  
(Middle Years and High School Programmes)

**LOCATIONS:** Yorktown Middle School  
York High School

**MINIMUM SALARY:** \$40,803

**START:** August 2008

### PRIMARY FUNCTION:

Provides the vision, knowledge, and expertise necessary to develop and sustain the instructional program for enrolled students; provides leadership in promoting the program in the York County School Division; assumes responsibility for the day-to-day operation of the program.

### MINIMUM QUALIFICATIONS:

Bachelor's Degree. Master's Degree in field or in education Virginia teaching license. Skill in teaching for a minimum of three years' teaching experience. Skill in multidisciplinary curriculum development. Ability to organize and set priorities. Skill in oral and written communication. Ability to administer budget, assume operational duties, and evaluate staff sufficient strength, agility, and dexterity and oral and written communication skills required to perform all performance responsibilities.

### PERFORMANCE RESPONSIBILITIES:

- Serves as a spokesperson for the program.
- Develops, monitors, and adjusts multidisciplinary curriculum (content, objectives, assessment, materials).
- Teaches classes as assigned.
- Arranges for workshops, speakers, performances, and related field experiences.
- Develops and reviews all necessary reports and documents.
- Provides assistance and resources for developing division-wide curriculum.
- Coordinates the program with the regular education program as appropriate.
- Arranges, schedules, and supervises the selection of students for the program.
- Attends relevant local, state, and regional meetings.
- Operation of Program:
- Prepares and monitors budget.
- Serves as liaison with central office, school principals, guidance departments, and teachers.
- Arranges bus schedules with transportation department for daily and field trip transportation.
- Writes and disseminates all notices and informational forms.
- Maintains accurate student and program records.
- Contracts for services and consultants.
- Orders textbooks, teaching materials, and supplies.
- Assumes responsibility for inventory of books and teaching materials.
- Handles discipline problems specific to the program.
- Performs assorted administrative functions as necessary.
- Consults with instructors and provides assistance as necessary.
- Evaluates instructors.
- Responds to inquiries by parents/guardians.
- Coordinates activities of the parent/community advisory board.
- Performs other duties as assigned by the Principal.

### TO APPLY:

Interested candidates should complete an online application at the above Internet address and then apply for this specific job via the ALL JOBS link in the application system. (Current employees need only to submit a letter of interest, current resume, and copy of professional license).

**CLOSING DATE:** Open until filled