

International Baccalaureate (IB) Facilitator

Reports To: Building Principal or Director of Curriculum and Instruction

Classification: Instructional Support

Job Purpose

The IB Facilitator plays a critical role in supporting the implementation and sustainability of the International Baccalaureate program across grade levels. This position ensures fidelity to IB standards and practices, fosters a culture of international-mindedness, and guides instructional staff in delivering a rigorous, inquiry-based curriculum that aligns with the IB Learner Profile.

Key Responsibilities

Program Coordination and Implementation

- Lead and support the ongoing development, implementation, and reflection of the IB Programme(s) (PYP, MYP, DP, or CP) in alignment with IB standards and practices.
- Serve as a liaison between the school and the International Baccalaureate Organization (IBO).
- Coordinate the preparation of all necessary documentation and submissions to the IBO, including authorization and evaluation materials.
- Ensure the school remains in compliance with all IB requirements and timelines.

Curriculum and Instruction

- Facilitate the vertical and horizontal alignment of the IB curriculum across grade levels and disciplines.
- Collaborate with instructional staff to integrate global contexts, key concepts, and approaches to learning (ATL) into units of inquiry.
- Support the development and review of Programme of Inquiry (POI), unit planners, and subject-specific overviews.
- Promote the consistent use of inquiry-based learning, concept-driven instruction, and student agency in all classrooms.

Professional Learning and Capacity Building

- Organize and facilitate ongoing professional development related to IB philosophy, standards, and instructional strategies.
- Mentor new and existing staff in understanding and implementing the IB framework.

- Support teacher reflection, collaboration, and inquiry through the use of the IB Approaches to Teaching.

Community Engagement

- Promote understanding of the IB mission, learner profile, and program benefits among students, staff, parents, and community stakeholders.
- Provide regular updates and resources to families and the community about IB programs and student progress.
- Coordinate IB-related events, exhibitions, and student-led conferences.

Data and Evaluation

- Collaborate with school leadership to analyze data to inform instructional planning and ensure continuous improvement.
- Assist in monitoring and documenting student progress in achieving IB outcomes and developing attributes of the IB Learner Profile.

Qualifications

Required:

- Valid teaching certification and experience in an IB World School.
- Demonstrated knowledge of the IB Programme standards, practices, and philosophy.
- Strong leadership, organizational, and communication skills.
- Ability to collaborate effectively with a diverse range of stakeholders.

Preferred:

- Experience as an IB Coordinator or in a leadership role within the IB Programme.
- Training through IB-recognized professional development (e.g., Category 1-3 workshops).
- Familiarity with instructional coaching or curriculum development.

Core Competencies

- Commitment to international-mindedness and intercultural understanding.
- Deep understanding of inquiry-based learning and the IB pedagogical approach.
- Capacity to lead change, foster reflective practice, and build staff capacity.
- Dedication to student-centered learning and the development of the whole child.