


DATE: October 10, 2017

Responses must be received in the Office of Human Resources by 4PM on Tuesday, October 24, 2017

MEMO: ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore 
Assistant Superintendent for Human Resources

RE: Vacancy(ies) – Teacher on Special Assignment – International Baccalaureate Facilitator

(Applicants must hold NYS Certification in the area they are applying)

At the present time the district has the following anticipated vacancy(ies):

Posting Number	Location	Teacher Position
IBF-HOH	Horizons	International Baccalaureate Facilitator

Job Goal: The IB Facilitator will take prime responsibility for the implementation of the program.

Qualifications: Teacher certification in an academic area preferred. **Must have Level 1 IB Training.**

Performance Responsibilities:

1. Ensure that the standards for implementation of the IB are understood, the program is planned, taught and assessed collaboratively.
2. Responsible for working with all members of the teaching team and be involved in whole-school planning, as well as in-school and out-of-school professional development.
3. Responsible for the communication with the relevant IBO regional office and the International Baccalaureate Curriculum and Assessment Center (IBCA).
4. Work with the teachers to develop the curriculum, provide resources, and support their professional development.
5. Work with students and staff to extend and enrich the curriculum in the area of Social Studies, Science, ELA, Math, PE, and the Arts.
6. Use and integrate technology and knowledge of outside resources in the implementation of the IB program.
7. Serve as a liaison between the school, the parents and community, interpreting IB activities and policies and encouraging participation in support of the IB program.
8. Respond to administrators' written and oral requests for information through required reports and documents in a timely manner.
9. Use curriculum integration strategies and share this knowledge with your colleagues to help plan effective curriculum units in the areas of Social Studies, Science, ELA, and Math.
10. Facilitate and lead the IB Exhibition.

Internal candidates should submit a letter of interest and a current resume on or before closing date to:

Michael McLymore, Assistant Superintendent/Human Resources 124 Grand St., Newburgh, NY 12550.

For external candidates: applicants **must** respond via the OLAS Web Site (www.olasjobs.org) on or before closing date. If you do not have access to a computer, or need assistance in the application or interview process, please notify our Human Resources Office.