



The Job Description of DP Coordinator 大学预科项目协调员（DPC）岗位职责

General Responsibilities:

职责概述:

Reporting to and under the direction of the senior high school principal, the DP Coordinator has the authority to plan and manage the processes of change necessary for developing DP programme. The DPC is responsible for providing pedagogical leadership, information, guidance and administrative support to candidates, colleagues and other stakeholders. The coordinator is also responsible for the management of all activities related to the Diploma Programme, although specific responsibilities, such as the coordination of creativity, activity, service (CAS) or theory of knowledge (TOK), may be delegated to other members of the faculty/staff. One of the most crucial duties of a coordinator is to communicate information, such as changes to curriculum and assessment, to subject teachers. And the DP Coordinator leads or recommends on DP teachers' professional development.

大学预科项目协调员(DPC)需向高中部校长汇报工作,并在其指导下,对项目发展所需的变更进行规划和管理。DPC负责为学生,同事和其他相关人员提供教学指导、信息、引导和行政方面的支持。DPC还负责与DP项目有关活动的所有管理工作,统筹其他成员所负责的诸如CAS或TOK之类的具体事物。此外,另一项关键职责便是与学科教师沟通信息,如课程和评估方面的变化,并对DP教师的职业发展给出建议。

Essential functions of the job may include but are not limited to the following:

该职位的基本职责包括但不限于以下内容:

- Represent the school to communicate with the IB regional office.
- 代表学校与IB区域中心进行沟通
- Inform the school community, including administration, teachers, legal guardians and candidates about the learner profile and the mission of the IB.
- 告知学校社区(包括行政管理部门,教师,学生及其法定监护人)IB学习者培养目标和使命。
- Ensure that legal guardians and candidates understand the curriculum and assessment requirements of the Diploma Programme and what subjects will be offered by the school.





- 确保学生和其法定监护人了解DP课程、评估要求，以及学校提供的科目选择。
- Ensure that Diploma Programme subjects are scheduled so they meet the IB recommended number of teaching hours and provide maximum concurrency of learning for candidates.
- 确保DP课程设置满足IB建议课时数，并为学生提供最大可能的并发性学习机会。
- If the school offers Diploma Programme courses online and appoints a site-based coordinator, ensure that both work collaboratively to support candidates.
- 当校方提供该DP的在线课程，并指定线上协调员时，确保线上线下一位协调员能够通力合作。
- Ensure that legal guardians and candidates are provided with a copy of *General regulations: Diploma Programme* when candidates are enrolled in the programme.
- 确保在项目开始时，为DP学生和其法定监护人提供*General regulations: Diploma Programme*这份文件。
- Provide teachers with up-to-date information about changes to courses of study, assessment requirements and administration.
- 提供给教师有关课程内容、评估体系和课程管理方面的最新变更信息。
- Ensure that teachers are provided access to the My IB and that they are aware of the resources available on the site.
- 确保教师拥有访问MY IB的权限，并知晓该网站上可供其使用的资源。
- Ensure that teachers have access to relevant sections of DP handbook, particularly those sections with subject-specific information.
- 确保教师能够获取DP手册中的相关信息，尤其是与特定课程有关的部分。
- Ensure that all teachers have access to the *Coordinator's notes* when these become available.
- 当协调员工作记录*the Coordinator's notes* 完成后，确保对所有教师开放。
- Publish an internal calendar of all due dates for the receipt/submission of candidates' assessment material and other material/information required by the IB.





- 根据IB要求，公布内部行事历，内含申请人接收、提交考核材料及课程所需的其他材料或信息的截止日期。
- Ensure that teachers are provided with an opportunity for professional development related to the Diploma Programme and professional development requirements are met at evaluation.
- 确保为教师提供与DP有关的职业发展机会，并且在接受评估时能达到IBO对教师专业发展的要求。
- Provide information to teachers about any local regional association of IB schools and opportunities to network with other IB teachers.
- 向教师提供有关本区域内IB学校的信息，以及与其他IB教师交流互动的机会。
- Ensure that the school academic policy is aligned with the IB expectations, that teachers implement it and that both teachers and candidates are aware of the requirements and penalties imposed on candidates for breaches of IB regulations.
- 确保学校的学术政策符合IB的预期目标、教师能够对该项目进行有效实施、教师和学生都了解项目规章要求以及违反要求时将会得到的处罚。
- Submit advance notice registration requirements, according to deadlines in DP handbook.
- 在项目手册要求的截止日期前提交提前注册的要求。
- Submit requests for inclusive assessment arrangements for candidates with assessment access requirements, at least one year in advance of the written examinations.
- 在书面考试前至少一年，为学生提交有关全纳评估安排以及测试准入的要求。
- Register candidates for an examination session, according to deadlines in this handbook.
- 在项目手册的截止日前，为学生注册考试。
- Submit/upload candidates' assessment material for moderation/markings with any accompanying forms, according to deadlines in DP handbook.
- 在项目手册的截止日前，使用随附的表格提交/上传学生的考核材料以供评价/判分。





- Provide candidates with personal examination schedules, and contact the IB by the appropriate deadline where any scheduling conflict may exist.
• 为学生提供个人考试时间表，若有任何日程安排冲突，应当在截止日前联系IB。
- Ensure that a secure location is available for the storage of examination papers and other confidential assessment material.
• 确保试卷和其他考核材料储存在安全私密的地方。
- Conduct the written examinations in May/November in compliance with instructions in the current edition of *The conduct of IB Diploma Programme examinations*.
• 根据现行版本的IBDP考试准则，在5月和11月组织书面考试。
- Ensure candidates and invigilators are provided with relevant information about examination regulations.
• 确保学生和监考人员知悉相关考试规定。
- Ensure that teachers provide feedback on the examination papers.
• 确保教师提供考试反馈。
- Ensure that each candidate is provided with their personal identification number (PIN) and personal code so they can download their results on 6 July/6 January.
• 确保为每位学生提供个人识别码（PIN）和密码，以便在1月6日或7月6日下载考试成绩。
- Be available (or ensure another staff/faculty member is available) after the issue of results to answer questions, request any enquiries upon results or submit registrations for retake candidates, as applicable.
• 在考试成绩公布后，能够回答学生问题（或确保有其他相关人员回答），并在有需要时，提交成绩查询申请或帮助重考学生提交注册申请。
- Provide candidates and legal guardians with guidance on university recognition and the university results service.
• 为学生和法定监护人提供大学择校和升学指导。
- Ensure that requirements for theory of knowledge are properly coordinated, and teachers of





other IB subjects understand the nature and importance of this core requirement.

- 确保TOK的协调工作，以达到TOK课程的要求，并使IB学科教师能够充分了解该核心课程的本质和重要性。
- Ensure that the CAS element is properly coordinated and implemented according to current IB requirements.
- 确保CAS的协调工作，并根据现行IB要求开展CAS活动。
- Ensure that the extended essay is administered according to requirements in the current guide and that candidates and teacher-supervisors are fully aware of these requirements.
- 确保EE根据现行要求正确开展，并且各监督教师完全了解该需求。
- If required, prepare the self-study and accompanying documents for programme evaluation and organize the evaluation visit (if applicable).
- 在必要时，准备对项目审查的自我学习和相关文件，并组织审查访问。
- Ensure that the school has a means of support for IB candidates for whom the language of instruction is not their mother tongue.
- 确保校方对母语与授课语言不同的学生提供相应支持。
- Performs other duties as assigned.
- 完成所分配的其他工作。

Note: Job description is subject to change.

注：岗位职责将根据实际情况产生变化。

