



FILE NAME: DSSS Vice Principal HSD and DP Coordinator JD 2025.docx

APPROVAL DATE: 2025-12-01

JOB DESCRIPTION: VICE PRINCIPAL / HSD & IBDP COORDINATOR

LAST REVIEWED: November 2025

VALID: 2026-28 School Years

JOB POSITION: Secondary School Vice Principal / High School Diploma (HSD) & IB Diploma Programme (DP) Coordinator

REPORTS TO: Secondary School Executive Principal

SUPERVISES: As Vice Principal - MYP Coordinator & Heads of Department: As IBDP

Coordinator: Community, Action, Service (CAS) Coordinator, Extended Essay (EE) Coordinator,

OVERVIEW OF PURPOSE

The role of this position is to ensure the overall academic strategy and implementation of the academic programs in the secondary school and that: students are provided with a challenging holistic education that emphasizes academic achievement, mutual respect, intercultural understanding and the attributions of the IB Learner Profile; requirements of the IB Diploma Programme and the Daystar Academy High School Diploma Programme are met; partnerships and collaborative learning practices are promoted within the school community and also at local, national and global levels; Daystar Academy is a leader in the international educational community with a worldwide reputation for innovative practice and pedagogy.

AREAS OF RESPONSIBILITIES

As part of the Secondary Leadership Team and under the guidance of the Secondary School Executive Principal this person will work to achieve these objectives by:

- Maintaining, Developing and ensuring the implementation of the IB and High School Diploma Programmes according to IB and School programme requirements
- Providing both administrative and pedagogic leadership for subject teachers in both programmes, and assisting in their supervision and evaluation
- Ensuring appropriate provision for students pathways for the full diploma, IB certificates or the Daystar Academy Diploma.
- Maintaining and extending partnerships with relevant external agencies
- Works closely with the Head of College Counseling and Head of Grades 9 to 12 to support students in the programmes to reach their academic and social-emotional potential.



- Support with resolving both academic conduct matters, social-emotional concerns which have been escalated by the High School Child Study Teams.

THE WRITTEN CURRICULUM

The HSD /IB DP Coordinator will work through subject leaders and Heads of Department to:

- Ensure that the written curriculum aligns with the requirements of the IB Diploma Programme and for the HSD to meet the requirements of external accreditation such as WASC and CIS.
- Ensure that the written curriculum builds on previous learning experiences
- Ensure that the written curriculum promotes students' awareness of individual, local, national and world issues
- Ensure that the written curriculum shows an understanding of IB philosophy and the IB Learner Profile, Approaches to Learning and Approaches to Teaching
- Ensure that the written curriculum emphasizes the processes of gathering, organizing, presenting and applying ideas and information as well as the mastery of content knowledge
- Ensure the written curriculum accurately reflects Daystar's definition of High Quality Learning.
- Ensures that vertical articulation, scope and sequence, and unit plan documents are recorded in a standard format using ManageBac and the Daystar curriculum hub.

THE TAUGHT CURRICULUM

The HSD /IB DP Coordinator will, in conjunction with the Teaching and Learning Coordinator, ensure that teaching:

- Incorporates differentiation for students' learning needs and styles
- Addresses the IB Learner Profile attributes
- Uses a range of teaching strategies/methods
- Engages students as inquirers and thinkers
- Learning is set in appropriate contexts and real-life situations
- Creates stimulating a learning environment in which students are active participants in their learning
- Ensure that teaching and learning meet both Daystar and DP requirements, reflecting best-instructional practices such as differentiation, inquiry, collaboration, and developing student agency



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- Ensure that classroom assessment practices meet both Daystar and IB DP requirements, including the use of frequent and growth-oriented formative assessment and feedback and evidence of student learning to improve practice
- Ensure that standardized assessment data (e.g., personal project feedback and reports) are provided to and used by DP teachers in the continuous improvement of their practice
- Support the development and implementation of IB DP core components, including community and personal projects, service as action, and approaches to learning skill continuums.
- Integrates Theory of Knowledge and the values of the CAS Programme across subjects

THE ASSESSED CURRICULUM

The HSD /IB DP Coordinator will:

- Ensure that effective and regular assessment of students takes place in line with school and IB policies, including Grades 11 to 12 examinations.
- Standardised assessments such as PSAT, CAT4 and other baseline assessments.
- Provide teachers with support and guidance on MYP assessment, standardization and external moderation, and ensure that this process is correctly administered
- Ensure that assessment data and moderation feedback are provided to and used by DP teachers in the continuous improvement of their teaching practices

POLICIES

In conjunction with the MYP and PYP Coordinators, the DP Coordinator will:

- Communicate and, when appropriate, review the school's Assessment Policy
- Communicate and, when appropriate, review the school's Academic Honesty Policy
- Ensure all other core policies are communicated and implemented in the DP and HSD.
- Ensure all other related policies are developed and related.

COMMUNICATION, COORDINATION AND SUPERVISION

The IB Diploma Coordinator will:

- Communicate with the IB where appropriate, school matters pertaining to the IB Diploma Programme.



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- Ensure staff are kept informed on school and IB policy and procedures relating to the IB Diploma and Daystar Academy High School Diploma Programmes respectively.
- Disseminate information, including student results, pertaining to the IB Diploma and High School Diploma Programmes to staff, students and parents.
- Update all relevant Programme and subject material in school publications such as the school website and Handbook or Studies.
- Assist with and support the organization of Parent and Student Events that communicate information about the Diploma Programmes and celebrate achievement within it.

ADMINISTRATION

The Vice Principal & HSD/IB Diploma Coordinator will:

- Under the direction of the Secondary School Executive Principal create and implement the secondary school timetable.
- Ensure either by delegation or personal implementation that absent teachers work and cover arrangements are implemented, or delegated to another member of staff
- All relevant Daystar Academy policies and procedures are implemented.
- Development and implementation of student and parent handbooks.
- Ensure that the IB Diploma Programme is run in accordance with the Handbook of Procedures and that Mock and Final Examination meet IB rules and regulations
- Maintain and develop links with parties beyond the school that enrich and promote the school's curriculum
- Ensure that students are correctly enrolled for IB Diploma courses by the due date.
- Assist with the induction of new and potential students and parents
- Prepare the IB Diploma (including ToK) and High School Diploma Programme budgets and attendant orders

SUPERVISION

The Vice Principal & HSD/IB Diploma Coordinator will:

- Help induct and provide support for new staff in understanding and teaching IB Diploma and High School Diploma Programmes
- Work with the Secondary Management Team to evaluate Head of Department, and teachers
- Oversee and support the CAS Coordinator to ensure students are aware of the CAS requirements and are provided with opportunities to successfully meet them.



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- Collaborate with the Diploma Concerns Committee in supporting students in their completion of Diploma Programmes and assist with the communication of student progress to parents as appropriate.

ACCREDITATION AND AUTHORIZATION

- Contribute to the completion of the secondary school-specific IB Re-Authorization process reports for the IB MYP and IB DP Programmes
- Contribute to the completion of the secondary school-specific accreditation reports for CIS and WASC.

OTHER

- Assist with other duties as assigned by the Secondary School Executive Principal or Executive Head of Schools.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university (required);
- Master's degree in an education-related field (preferred)
- Teacher's certification (required)
- Fluent English speaker (required)

EXPERIENCE:

- Five or more years of successful secondary teaching experience (required)
- IB MYP teaching experience (required)
- IB DP teaching experience (required)
- Minimum of two years of prior IB DP Coordinator experience (required)
- Two or more years serving in international schools (preferred)
- Instructional leadership experience (required)
- Familiarity with a standards-based curriculum integrated in the MYP / HSD framework (preferred)



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ADDITIONAL NOTES OR INFORMATION

- 100 % reduction in teaching load, with the expectation however that should the need or opportunity arise that undertaking a DP class or HSD class is included as part of the positional duties.