

Job Title: IB Diploma Theory of Knowledge (TOK) Coordinator

Reports to: IB Diploma Coordinator

Liaises with: Principal; Upper School Diploma teachers, 10th, 11th, 12th students, parents

Compensation: 2,500,000KRW and two non-contacts

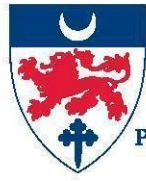
Document: JD TOKCOORD

REQUIREMENTS

- Master's Degree
- TOK working experience with assistant or examiner knowledge (ideal)
- Knowledge of the TOK and Extended Essay assessment framework
- Management of ToK Team

SPECIFIC DUTIES

- Coordinate taught and written ToK curriculum
- Write and maintain the student ToK Handbook
- Coordinate with faculty to develop ToK opportunities within the Diploma taught curriculum
- Lead Diploma faculty in development and delivery of ToK within the curriculum
- Be responsible for developing systems that monitor student progress and performance throughout the ToK course
- Manage the team to ensure consistency in the taught curriculum and accuracy in monitoring assessment
- Demonstrate tolerance, understanding and international mindedness when confronting challenging knowledge issues that carry personal and shared beliefs in an atmosphere of trust
- Be responsible for scheduling and deadlines of both the essay and presentation requirements within the Upper School
- Chair and manage ToK Team meetings
- Attend scheduled bi-monthly ToK update meetings with the Diploma Coordinator
- Develop, organise and maintain an internal moderation procedure for ToK Presentations in grade 11 and 12



- Design, maintain and update a ToK notice board
- Be responsible for monitoring the progress and upload of the ToK Essay within Managebac
- Be responsible for completion of required IB assessment documentation by ToK faculty and notification of such to the Diploma Coordinator
- Be responsible for developing structures to support ToK with google drive for both faculty and students
- Work with the librarian to maintain ToK library resources and clear referencing standards
- Encourage community participation in ToK lessons where possible
- Be responsible for maintaining and updating ToK resources for teaching staff
- Present to parents on behalf of ToK at Upper School related functions where necessary
- Communicate the requirements of ToK to the teaching staff and students at appropriate times
- Work cooperatively with the Diploma Coordinator and Upper School Principal in designing an effective ToK assessment model
- Act as a positive role model for ToK teachers and students
- Know and understand how to use technology as a teaching aid in the ToK curriculum
- Coordinate and monitor all reporting
- Keep the Diploma Coordinator and Principal informed about ToK matters for communications purposes
- Manage the ToK budget

PERFORMANCE EVALUATION

Job performance will be evaluated by December by the Head of School or member of the Senior Leadership Team.

Head of School

Date

Date

Job Title: Extended Essay Coordinator
Reports to: DP Coordinator
Liaises with: Extended Essay Supervisors
Compensation: 2,500,000KRW and two non-contact (Paid in June)
Document Number: JDEECOORD

PURPOSE OF ROLE

To develop, write, organise, communicate and coordinate the implementation of IB requirements for the IB DP Extended Essay.

KEY RESPONSIBILITIES

- To review the requirements of the extended essay
- To provide staff training for extended essay supervisors
- To establish procedures for assigning a supervisor to each student/essay
- To create a timeline for the work to be undertaken to meet the requirements of the extended essay
- To supervise the grading standards and reporting of the extended essays
- To manage school workshops for staff, parents and students regarding academic honesty and citation in the extended essay
- To ensure that all extended essay documentation is completed by the relevant parties as required by the IB
- To inform parents of the objectives and characteristics of extended essay
- To prepare students for the undertaking of the extended essay
- To regularly update staff, students and parents of extended essay requirements and developments
- To support and advise the librarian on the allocation of resources for the successful completion of extended essay
- To consult with the diploma teachers to ensure that Dwight Seoul students have appropriate opportunities to practice the necessary skills required for undertaking extended essay
- To communicate regularly with the DP Coordinator and attend meetings as required.



PERFORMANCE EVALUATION

Job performance will be evaluated by the Head of School or member of the Senior Leadership Team.

Date

Head of School

Date