

Career-Related Programme Coordinator and Instructor

Location: Sage Boise

Grade: 11/12th

Position: Certified- Full Time

Calendar: 2023-2024 academic year



Sage International School - a public school of choice - is seeking applicants to fill a FULL-TIME 11th/12th grade IB Career-related Programme (CP) Coordinator and instructor for the 2023-2024 academic year.

Description:

Successful candidates will be certified to teach in public schools, either in Idaho or in another state with a willingness to transfer certification to Idaho, or eligible for the Idaho Public Charter School-Specific Teacher Certificate. Professionals who have a Career Technical Education endorsement will be preferred for this position. Further, professionals with International Baccalaureate experience, specifically the Diploma or Career-related programme, will be preferred. This position requires a professional who is innovative, creative, and has the capacity to enhance existing programmes.

The position of **Career-related Programme Coordinator and Instructor** at Sage requires that the successful candidate:

The Career-related Program Coordinator is expected to:

- Work closely with the IB Diploma Programme Coordinator and High School Director (principal).
- Be the main point of contact between the IB and the school for the CP Programme.
- Be responsible for ensuring the Career-related Programme is meeting the IB standards.
- Be responsible for leading periodic self (school) evaluations as part of the IB Coordinator team.
- Be responsible for registering CP students for IB exams and monitoring and supporting students in the completion of the IB CP Core requirements.
- Collaborate with all other Programme Coordinators to ensure a coherent and effective continuum of programmes K-12.
- Develop and lead Career-related Programme professional learning.

The Personal and Professional Instructor is expected to:

- Refine and teach a curriculum for IB Personal and Professional Skills.
- Refine and teach a curriculum for the IB Career-related Studies (workplace readiness).
- Work closely with Career-related Programme students to build and develop a cohort model learning community and environment.
- Supervise service learning requirements for 11th/12th CP students.
- Establish and maintain community partnerships.
- Assist 12th grade students in setting up year-long internships in a field of their choice.
- Monitor and assess students' attendance and success in internship placements.

- Demonstrate the IB Learner Profile attributes of Knowledgeable, Balanced, Thinker, Reflective, Communicator, Risk-Taker, Inquirer, Caring, Principled and Open-Minded.
- Have a genuine love of working with high school aged students and an enduring interest in teaching, learning and student engagement.

Salary and benefits package depending upon experience. Please review this information on the Sage International website to ensure a good fit of interest and educational philosophy.

Required:

- Certified Application
- Cover Letter & Resume
- Copy of Official Transcript(s)
- Copy of current Teaching Certificate(s) or date Certification will be obtained.

Please email application materials to jobs@sageintl.org.

NOTE:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.