

**TEXAS COUNCIL FOR INTERNATIONAL STUDIES
JOB DESCRIPTION – COORDINATOR (GENERIC)**

POSITION: COORDINATOR

REPORTS TO: Texas Council for International Studies Chief Executive Officer (CEO)

OVERVIEW: The **Texas Council for International Studies (TCIS) Coordinator (COR)** works in collaboration with the CEO, San Antonio Director of School Operations, and Longview Executive Director to develop and monitor academic interventions to improve student outcomes and meet academic objectives in TCIS partnership agreements.

ESSENTIAL FUNCTIONS:

- Advises the CEO.
- Assists CEO in the implementation of partnership contracts.
- Assists CEO in writing applications for partnership contracts.
- Monitors interim academic achievement at TCIS schools.
- Coordinates the analysis of interim data.
- Coordinates the development of interventions based on interim data.
- Coordinates teacher roundtables.
- Coordinates the collaboration among TCIS schools.
- Monitors the implementation of International Baccalaureate® programs and operations.
- Assists in the alignment of curriculum, instruction and assessment to International Baccalaureate® standards and practices.
- Monitors the alignment of International Baccalaureate® programs with Texas Essential Knowledge and Skills and STAAR.
- Assists in the development of IB unit and lesson plans aligned with the Texas Essential Knowledge and Skills and STAAR.
- Assists principals in development of teacher observation documents aligned to IB and to STAAR.
- Assists CEO in writing Board resolutions and preparation of Board packets.
- Exhibits excellent leadership.
- Manages financial and physical resources.
- Other duties as assigned.

QUALIFICATIONS:

- Master's Degree minimum.
- IB Diploma Programme, Middle Years Programme and Primary Years Programme experience.
- Ability to interact and communicate appropriately and professionally.

PHYSICAL REQUIRMENTS AND WORK ENVIRONMENT

- Good health.
- Works in standard office climate and conditions.
- Able to sit, stand, and work at a keyboard for extended periods on a daily basis.
- Able to lift up to 20 pounds.

SALARY

- \$108,000.00 base plus benefits

APPLY

- Email résumé to admin@texascis.org