

Job Description

AP/DP Economics_Business Management

Secondary Social Studies

Our Mission:

To inspire and challenge every learner to reach their full potential and become curious, independent, and compassionate citizens of the world.

Our Core Values:

- **Commitment to Excellence** - We tackle challenges willingly and persevere in order to succeed.
- **Compassion and Integrity** - We care for, respect, and value one another
- **Strength in Diversity** - We embrace our differences, enrich our community, and make meaningful connections, ensuring our global mindedness.
- **Innovative Spirit** - We are creative and curious learners, empowered to adapt to a rapidly changing world.
- **Lasting Impact** - We contribute to a sustainable future by taking care of our planet and leaving our environment better than we found it.

Our Definition of Learning:

Learning is a journey of authentic discovery to develop understanding, skills, and character. This includes four principles:

- Learning is **Iterative** - We learn through our mistakes, providing us opportunities to be creative and find solutions.
- Learning is **Exciting** - We learn when we are inspired, challenged, and active.
- Learning is **Meaningful** - We learn and grow when we apply our knowledge, skills, and understandings to real-world situations.
- Learning is **Social** - We learn through sharing, interacting, and collaborating

ISP Child Protection Policy Statement

Schools strive to ensure that all children in their care are afforded a safe and secure environment in which to grow and develop. Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as their physical, emotional, and social development. Child abuse and neglect are of growing concern in schools throughout the world.

The International School of Panama, in keeping with our core beliefs and mission statement, has adopted a Child Protection Policy that will empower students, families and staff in matters related to the health, safety and care of children in attendance at our school.

This Child Protection Policy is the school's commitment to do our utmost to prevent and protect children from abuse. It is a statement of intent that demonstrates the school's commitment to safeguard children from harm and makes clear to all its members what is required in case of a known or suspected case of abuse. All ISP faculty, staff, and employees, as well as all students, parents and other relevant community members and service providers associated with the school (the "ISP Community"), have a legal obligation to report suspected incidences of child abuse or neglect whenever they have reasonable cause to believe that a child has suffered or is at risk of suffering any type of abuse regardless of the location where the abuse takes place.

You can find detailed information on our Child Protection Policy at isp.edu.pa

Secondary Teachers at ISP

Secondary teachers inspire and challenge students through inclusive, engaging, and meaningful learning experiences aligned with the ISP Way. They foster academic growth, curiosity, independence, and well-being while helping students develop the knowledge, skills, and character to succeed within and beyond school. As members of a collaborative Secondary faculty, teachers contribute to a positive school culture and continuously strengthen their professional practice to support student learning and success.

- **Reports to:** Secondary School Principal
- **Collaborates closely with:** Heads of Department, grade-level teams, counselors, Student Support Team, and Secondary Leadership Team

Responsibilities: (Including but not limited to)

Teaching and Learning: The ISP Way

Creating the Conditions for Learning

- Build positive relationships and foster an inclusive learning environment where students feel welcomed, respected, and valued.
- Establish clear expectations, consistent routines, and a classroom culture that promotes belonging, engagement, and accountability.
- Communicate learning intentions and success criteria, connecting learning to students' prior knowledge and experiences.
- Recognize and respond to the diverse strengths, backgrounds, and learning needs of students.

Facilitating Meaningful Learning

- Design and facilitate challenging, purposeful learning experiences that actively engage students in constructing understanding.
- Use instructional strategies that promote inquiry, critical thinking, collaboration, and student agency.
- Differentiate instruction and provide appropriate scaffolding, accommodations, and extensions.
- Monitor student understanding and adjust instruction in response to evidence.
- Create opportunities for students to apply learning in authentic, meaningful contexts.

Consolidating and Extending Learning

- Provide purposeful opportunities for students to demonstrate and consolidate understanding.

- Facilitate student reflection on learning, progress, and areas for growth.
- Use evidence of student understanding to identify next steps and inform future instruction.
- Help students connect current learning to prior understanding and future applications.

Curriculum, Assessment, and Reporting

- Plan and deliver competency- and standards-based curriculum aligned with ISP's Definition of Learning and relevant program requirements.
- Collaborate with teaching partners to develop curriculum and assessments that support a coherent learning progression across Grades 6–12.
- Design and implement formative and summative assessments aligned with intended learning outcomes.
- Provide timely, actionable feedback that supports student improvement.
- Apply consistent grading, reporting, and reassessment practices aligned with school policies.
- Maintain accurate and timely records of student learning, achievement, and progress.

Student Well-Being and Support

- Model, teach, and consistently reinforce ISP's expectations for behavior, attendance, engagement, and responsible decision-making.
- Respond to student concerns with care, consistency, and sound professional judgment.
- Identify and communicate academic, behavioral, or well-being concerns promptly, working with families and appropriate support personnel.
- Implement student accommodations, interventions, and support plans as documented..
- Promote student well-being, personal growth, and responsible decision-making through positive relationships, guidance, and mentorship.
- Uphold ISP's safeguarding and child protection policies and procedures.

Professional Responsibilities and Contributions to the ISP Community

- Collaborate with departmental and grade-level colleagues to strengthen teaching, learning, and student support.
- Engage in professional learning, reflection, feedback, and growth processes aligned with the ISP Way to continuously improve instructional practice.
- Communicate proactively and professionally with students, families, and colleagues.
- Contribute to a respectful, collegial working environment that supports shared responsibility and staff well-being.
- Fulfill assigned advisory, supervision, and other responsibilities that support student safety and well-being.
- Participate actively in faculty meetings, school events, experiential learning, and student activities.

- Contribute to school improvement initiatives and the broader Secondary community in alignment with ISP's mission and core values.
- Complete additional duties as reasonably assigned in support of school operations and student learning.

Subject-Specific Responsibilities

The AP/DP Business and Economics Teacher will also:

1. Deliver Economics, Business Management, and Business with Finance curricula aligned with relevant IB, AP, and school-based program requirements.
2. Develop students' understanding of economic principles, business operations, financial management, and organizational decision-making.
3. Engage students in analyzing real-world economic and business issues using theoretical models, case studies, quantitative and qualitative data, and relevant analytical tools.
4. Foster critical thinking, financial literacy, strategic decision-making, and the ability to evaluate economic policies and business practices from multiple perspectives.
5. Guide students through IB internal assessments and other course-specific investigations, ensuring appropriate supervision, authentic student work, and adherence to academic integrity requirements.
6. Prepare students for IB DP and AP external assessments through the development of subject knowledge, analytical and evaluative writing, quantitative reasoning, and examination skills.

The Secondary Social Studies Teacher will also:

1. Deliver social studies curricula aligned with adopted standards, disciplinary competencies, and relevant program requirements.
2. Develop students' understanding of historical, geographic, political, economic, and social systems, emphasizing connections across local and global contexts.
3. Foster critical thinking, inquiry, and evidence-based reasoning through the analysis of primary and secondary sources, data, and diverse perspectives.
4. Develop students' research, argumentation, communication, and disciplinary literacy skills.
5. Facilitate respectful discussion of complex and contemporary issues, encouraging informed perspectives, civic responsibility, and global awareness.
6. Demonstrate flexibility and willingness to teach social studies across a range of secondary grade levels and courses, adapting instruction to students' developmental and academic needs.

What you bring:

The successful Secondary Teacher:

- Builds positive relationships with adolescents and maintains high expectations for every learner.
- Demonstrates strong instructional knowledge and a commitment to meaningful student learning.
- Creates inclusive, engaging environments that balance challenge with appropriate support.
- Uses evidence and reflection to strengthen professional practice.
- Demonstrates sound judgment, professionalism, discretion, and integrity.
- Communicates clearly, respectfully, and proactively.
- Collaborates effectively and contributes to a positive team culture.
- Is adaptable, organized, and committed to continuous growth.
- Demonstrates compassion, consistency, and a commitment to student well-being.
- **Social Emotional Learning, Wellness and Student Leadership:** As an integral part of The International School of Panama, we are committed to fostering a nurturing and inclusive environment that values character development, social-emotional learning (SEL), wellness, and student leadership. We are seeking individuals who not only possess the necessary qualifications for the role but also bring a deep understanding and experience in promoting SEL, wellness initiatives, and facilitating student leadership development. Successful candidates will actively contribute to our mission of empowering students to thrive academically and personally by incorporating these topics into their work.

Qualifications: Necessary skills, knowledge, and experience to perform the job.

- Bachelor's degree in Education, the relevant subject area, or a related field.
- Recognized teaching certification or qualification appropriate to the position.
- Demonstrated knowledge of curriculum design, effective instruction, and assessment.
- Teaching experience relevant to the subject and grade levels.
- Experience with IB, AP, or other international curricula, where applicable.
- Strong communication, organizational, and technology skills.
- Commitment to inclusive education, child safeguarding, and ISP's mission and values.

This job description was last updated:
Oct 15, 2026

Job Description

IB Diploma Programme Coordinator

Our Mission: To inspire and challenge every learner to reach their full potential and become curious, independent, and compassionate citizens of the world.

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IB Diploma Programme Coordinator at ISP

The IB Diploma Programme Coordinator provides pedagogical leadership and oversees the implementation, administration, and continuous improvement of the IB Diploma Programme at ISP. The Coordinator ensures alignment with IB standards and practices while supporting high-quality teaching, assessment, and student success.

As a member of the Secondary Leadership Team, the DP Coordinator works collaboratively with school leaders, Heads of Department, counselors, and faculty to promote a coherent and challenging academic experience. The position combines programme leadership and coordination with a teaching assignment of two course sections.

- **Reports to:** Secondary Principal
- **Collaborates closely with:** Secondary Leadership Team, Curriculum and Instruction Coordinator, Heads of Department, College and Academic Counselors, and DP Faculty

Responsibilities: (Including but not limited to)*Programme Leadership and Development*

- Lead the implementation, ongoing review, and continuous improvement of the IB Diploma Programme in alignment with IB standards and practices and ISP's mission and learning principles, including leading the IB programme evaluation process and coordinating follow-up actions.
- Promote a shared understanding of the DP philosophy, approaches to teaching and learning, and programme requirements among faculty, students, and families.
- Collaborate with the Curriculum and Instruction Coordinator and Heads of Department to support curriculum alignment, documentation, and progression across DP subjects.
- Oversee the implementation and quality of Theory of Knowledge (TOK), Creativity, Activity, Service (CAS), and the Extended Essay (EE), collaborating with designated coordinators and supervisors to ensure alignment with IB requirements and successful student completion.
- Collaborate with school leadership to review programme effectiveness, identify opportunities for improvement, and inform future programme development.

Teaching, Learning, and Assessment

- Support DP teachers in implementing effective instructional and assessment practices aligned with IB expectations and ISP's definition of learning.
- Facilitate collaboration among DP teachers to strengthen consistency in curriculum implementation, assessment practices, and student learning experiences.
- Support teachers in understanding and applying IB assessment criteria, internal assessment requirements, and moderation procedures.

IB Diploma Programme Coordinator

- Analyze IB examination results, subject reports, and student performance trends; prepare an annual programme results report for the Secondary School Principal and Head of School, identifying strengths and opportunities for improvement.
- Identify DP-specific professional learning needs and collaborate with school leadership to support teacher development.
- Collaborate with Heads of Department and the Curriculum and Instruction Coordinator to address programme-specific instructional and assessment needs.

Programme Administration and Compliance

- Serve as the primary liaison between ISP and the International Baccalaureate Organization (IBO).
- Ensure compliance with IB regulations, policies, procedures, and deadlines, including the Diploma Programme Assessment Procedures and relevant IB coordinator communications.
- Manage IB student registration, examination entries, subject changes, and required programme documentation.
- Oversee all aspects of IB examination administration, including scheduling, examination security, accommodations, invigilation, materials management, and adherence to IB regulations and procedures.
- Oversee the coordination and timely submission of internal assessments, predicted grades, and other required IB assessment materials.
- Manage IB enquiries upon results, appeals, and related procedures in accordance with IB regulations.
- Maintain accurate programme records, documentation, calendars, and student registration information.
- Establish and monitor the DP calendar, including internal assessments, TOK, CAS, EE, examinations, and other programme deadlines.
- Support the review of IB-required policies in collaboration with relevant school leaders.
- Coordinate with the Business Office regarding IB examination fees, payments, and other programme-related financial obligations.

Student Progress and Success

- Monitor student academic progress and Diploma Programme requirements, identifying students who may require additional guidance or intervention.
- Collaborate with counselors, teachers, families, and the Student Support Team to coordinate appropriate academic support for DP students.
- Support students in understanding DP expectations, assessment requirements, academic integrity, and strategies for managing their academic responsibilities.
- Collaborate with counselors to guide students and families in selecting appropriate DP courses, considering diploma requirements, student interests, academic readiness, and postsecondary aspirations.

IB Diploma Programme Coordinator

- Monitor student progress toward fulfilling Diploma Programme requirements, including successful completion of TOK, CAS, and the Extended Essay, in collaboration with their respective coordinators and supervisors.
- Support student well-being by monitoring assessment demands and promoting manageable, coordinated deadlines across DP subjects.

Communication and Community Engagement

- Communicate clearly and proactively with students, families, and faculty regarding DP expectations, requirements, deadlines, and programme developments.
- Organize and facilitate information sessions, orientations, and other events that support student and family understanding of the Diploma Programme.
- Ensure DP teachers remain informed of relevant IB updates, policies, assessment changes, and professional learning opportunities.
- Collaborate with counselors and school leadership to support informed decisions about academic pathways and postsecondary opportunities.
- Coordinate the timely communication of IB examination results and related information to students, families, and relevant school personnel.
- Promote and celebrate student achievement and the Diploma Programme within the ISP community.

Teaching Responsibilities

- Teach two assigned course sections, maintaining high standards of instruction, assessment, and student engagement aligned with the ISP Way.
- Model effective instructional practices, including differentiation, inquiry, formative assessment, and student-centered learning.
- Fulfill professional responsibilities associated with teaching, including planning, assessment, feedback, student support, and family communication.

What you will do:

- Support DP teachers with programme requirements, assessment practices, and curriculum implementation.
- Monitor student progress, academic concerns, and completion of DP requirements.
- Coordinate internal assessment deadlines, examination preparations, and other programme milestones.
- Oversee IB examination planning, administration, and compliance.
- Communicate with students, families, and teachers regarding programme expectations and student progress.
- Collaborate with Heads of Department, counselors, and school leaders to address programme needs.
- Maintain accurate IB records, registrations, documentation, and calendars.
- Review student performance data and identify opportunities for programme improvement.

IB Diploma Programme Coordinator

- Facilitate DP meetings, professional learning, and programme-related events.
- Plan, teach, assess, and provide feedback in two assigned course sections.
- Complete additional responsibilities as assigned by the Secondary School Principal.

What you bring: A successful DP Coordinator:

- Demonstrates a strong understanding of the IB philosophy, Diploma Programme requirements, and effective secondary teaching and learning.
- Is an instructional leader who supports teacher growth through collaboration, expertise, and constructive feedback.
- Builds positive, trusting relationships with students, colleagues, and families.
- Demonstrates sound judgment, professionalism, and discretion when navigating complex academic and student matters.
- Is exceptionally organized, detail-oriented, and reliable in managing multiple deadlines and responsibilities.
- Uses student performance data and programme evidence to inform decisions and continuous improvement.
- Communicates clearly, proactively, and effectively with diverse stakeholders.
- Balances academic rigor, student well-being, and the practical demands of the Diploma Programme.
- Approaches challenges with flexibility, initiative, and a solutions-oriented mindset.
- Works collaboratively with school leaders, counselors, Heads of Department, and faculty while respecting established roles and responsibilities.
- Demonstrates a commitment to international-mindedness, inclusion, academic integrity, and ISP's mission and core values.
- Maintains appropriate confidentiality and professional boundaries.
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Qualifications:

- Bachelor's degree in education or a related field; master's degree preferred.
- Valid teaching certification or equivalent recognized qualification.
- Minimum five years of successful secondary teaching experience.
- Demonstrated experience teaching within the IB Diploma Programme.
- Previous experience as an IB DP Coordinator or in a comparable instructional leadership role preferred.

Job Description

IB Diploma Programme Coordinator

- Strong knowledge of IB curriculum, assessment practices, programme standards, and administrative requirements.
- Experience analyzing student performance data and supporting instructional improvement.
- Excellent organizational, communication, collaboration, and technology skills.
- Experience working in an international school environment is preferred.
- Fluency in English required; Spanish proficiency is an asset.

***This job description was last updated:
October 15, 2026***