

Evaluation leader role recruitment policy

Version 1.0

DATE 13 /10 / 2020

1. Document purpose

The document specifies the requirements applicants must meet to be considered for the role of evaluation leader, as well as desirable qualities which may be considered during the appointment process.

2. Role description

The role of the evaluation leader (EL) is to lead programme evaluation visits in schools implementing the IB programmes. The EL manages the evaluation team in its interactions with the various stakeholders at the school and is the contact person between the IB and the school. The EL understands the implication of a school's social, cultural and economic context and understands how this context impacts the school's implementation and delivery of the programme(s). The EL is knowledgeable about IB implementation and change management and understands challenges faced by the school community, especially the head of school delivering IB programmes (e.g. school operations, strategic decision making, managing school resources, delivery of strategy, change management.) The EL understands schools as learning organizations and can facilitate conversations with school leaders around learning and change. The EL has effective communication skills and can initiate and drive constructive conversations, as part of the evaluation visit process. The EL has strong interpersonal skills to ensure collaboration within the evaluation team and to manage difficult situations, should they arise. The EL is responsible for submitting the final evaluation report to the IB as well as making any corrections as guided by the IB.

3. Essential applicant requirements

The list below identifies the requirements an applicant **must** have in order to be considered as an evaluation leader.

- At least 5 years of experience in IB schools
- Commitment to staying current with IB implementation and programme evaluation processes.
- Deep knowledge and understanding of the IB mission and philosophy.
- Minimum of 5 years of IB school leadership including change management and strategic decision-making. i.e. as head of school, principal, section leader, assistant principal, IB coordinator, year level coordinator, department head or another role of equal standing.
- Successful coaching, facilitation or similar experience
- Proficiency in the language of delivery of the school having the evaluation visit.
- Demonstrated understanding of and commitment to international education.
- Intent to remain an active IB practitioner for at least two years following the IBEN development for evaluation leaders.

4. Desirable applicant qualities

The list below provides information on the qualifications and experience that are desirable for an applicant to possess when applying to become an evaluation leader.

- Multiple experiences of IB programme(s) in schools with different cultural settings, showing understanding of how requirements can be implemented or contextualised in different environments and cultures.
- Experience working in IB schools with more than one IB programme.
- Overall maturity dealing with challenging issues related to managing people and communication, motivating others to engage with change – either confirmed through references, or the personal reflection.

5. Essential administrative requirements

The list below identifies administrative requirements an applicant **must** meet in order to be considered as an evaluation leader.

- Be available to commit to at least one evaluation visit assignment per calendar year.
- Ensure all contact information, as well as a current CV and signed Terms and Conditions, is updated on My IB and IBEN Central.
- Have a bank account held in their own name. Payment will only be made into a bank account held in the post holder's name. Under no circumstances will payments be made to a third-party account, that is, an account held in the name of a relative, company/organisation or other representative.
- Applicants with bank accounts in the following countries/areas **must** receive payment in the local currency; (i) Canada, payments in Canadian Dollars (CAD), (ii) European "Eurozone" countries, payments in Euros (EUR), (iii) Singapore, payments in Singapore Dollars (SGD), (iv) USA, payments in US Dollars (USD), (v) United Kingdom, payments in British Pounds (GBP), (vi) Switzerland, payments in Swiss Francs (CHF).

6. Appointment principles

During the recruitment process, references may be checked, and applicants may be asked to undertake tasks or respond to questions within a set timeframe to demonstrate their abilities. Shortlisted applicants are then invited to an IBEN Development. It is necessary to successfully complete the training to be confirmed for the role.

The scope of work offered to successful applicant(s) is dependent on the number of events available.

The IB must comply with the laws and regulations of all countries in which it appoints IB educators.