



Terms and Conditions of Release for IB Educators

1. The school administration agrees to release the IB Educator to work on behalf of the IB **for at least two assignments per school year. Assignments may last from two to four days.** Acceptance of invitations from the IB to participate in any IB assignment will be dependent upon such agreement. It is the responsibility of the IB Educator to obtain permission from their head of school before accepting any assignment.
2. In recognition of the professional development opportunities implicit in being an IB Educator, an IB Educator's school will accept responsibility for substitution costs (where applicable) during the IB Educator's absence related to the IB requests.
3. The IB reserves the right to decide which IB assignments an IB Educator is offered and IB Educators are expected to participate in all the types of assignments for which they have been trained.
4. There is no payment for activities undertaken by IB Educators acting on behalf of the IB. All such activities are regarded as opportunities for professional development. However, in recognition of the significant amount of additional work, travel, and out- of- school time involved in preparing and participating in assignments, the IB provides payment of an honorarium for certain assignments. This honorarium is noted on applicable IB Educator assignment descriptions.
5. If a school or other stakeholder approaches an IB Educator to personally request their services or any additional services from the IB in general, the IB Educator must submit the request to the IB Educator Network for consideration.
6. Invitations to participate in assignments from other IB offices or from IB- approved outsourced workshops must be considered and approved by the Educator's regional office. We ask that IB Educators consider their annual obligation (see point one above) to the IB regional office before accepting invitations to work for approved providers or other IB regions.
7. IB Educators may reproduce IB copyright materials provided to them by the IB for use in IB-approved assignments. Under no circumstances may IB copyright materials be reproduced for use outside of the context of IB- approved assignments.
8. IB Educators accept responsibility for their continuing commitment to professional development regarding the provision of consistent, reliable, and current knowledge of the programmes in which they are operating in order to perform their assignments. This includes ensuring the aims and objectives of each IB assignment has been met, as well as a commitment to reflection, and self- evaluation of their work related to quality assurance.

In the event of a change of head at the IB Educator's school, this form must be resubmitted for agreement by the new head of school.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE CONDITIONS.

Print IB Educator name		IB Educator Signature		DATE:	
Print head of school name		Head of school signature		DATE:	