

## **ROLE-SPECIFIC APPENDIX: IB EDUCATOR ROLE-SPECIFIC CONDITIONS**

This Role-specific Appendix is issued pursuant to, and incorporates and is governed by, the IB Educator General Terms and Conditions (“**IBE T&C**”) and sets forth the specific conditions applicable to the Role referred to in this Role-specific Appendix. The combination of the terms of the IBE T&C and the terms of this Role-specific Appendix shall together constitute the agreement between the parties in respect of the Role. Terms used but not otherwise defined herein shall have the definitions given to them in the IBE T&C.

### **1. DESCRIPTION OF SERVICES**

You agree to provide the following Services to the IB as an IB Educator: **School Visits Team Member**

### **2. ACCOUNTABILITIES**

You will

Be responsible for reading all the required documents prior to the visit.

Be responsible for conducting the visit under the lead of the School Visit Team Leader.

Be contributing to a final report and recommendation for the regional office.

Respect the confidentiality of any information acquired during the preparation and during the course of the visit.

Abide by the deadlines set by the regional office for preparation and submission of documents.

Abide by IB policies and procedures regarding the logistics of the visit.

Participate in any compulsory programme update training.

Contact the IBEN team directly if you have a conflict of interest with an assignment.

Contact the IBEN team directly if there is a need to withdraw from the commitment to do the assignment.

Participate in programme verification and evaluation visits as a representative and ambassador for the IB.

### **3. SERVICE FEES**

The IB will pay the Service Fees according to the chart of IBEN honorariums available through the regional IBEN team.

### **4. ADDRESS FOR NOTICES**

As per clause 11.6 of the IBE T&C, all notices to the IB should be sent to the regional IBEN Manager.

As per clause 2.2 of the IBE T&C, if You do not know Your login information, please contact the regional IBEN department.

### **5. LOGIN INFORMATION AND TRAVEL POLICY**

As per clause 5.3 of the IBE T&C, the IB travel policy and other important documents are available through the regional IBEN team; please ensure your expenses are submitted properly and within the stated timeframe to ensure timely payment.

### **6. KNOWLEDGE BASE**

School visitors must be knowledgeable about the information included in the documents under the specific programme and general information of the resource library found at <http://www.ibo.org/become/resources/>.

School visitors must have access to and be knowledgeable in the use and navigation of the online document administration system used by IB School Services.

### **7. PERMISSIONS FOR RELEASE**

If selected by the IB for a Role, You may need to provide the IB a release form signed between You and Your head of school prior to providing any Services, for a number of school days per school year to be specified in such release form. In case of a change of head of school during the term of this Agreement, this form must be resubmitted for

signature by the new head of school. The IB reserves the right to request a copy of such duly signed release form at any time.

Should you need additional contact from IBEN with your head of school to perform this role, you can indicate this through the IBEN Portal.

I, \_\_\_\_\_ [print name] HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE.

SIGNED:

DATE:

(IB Educator)