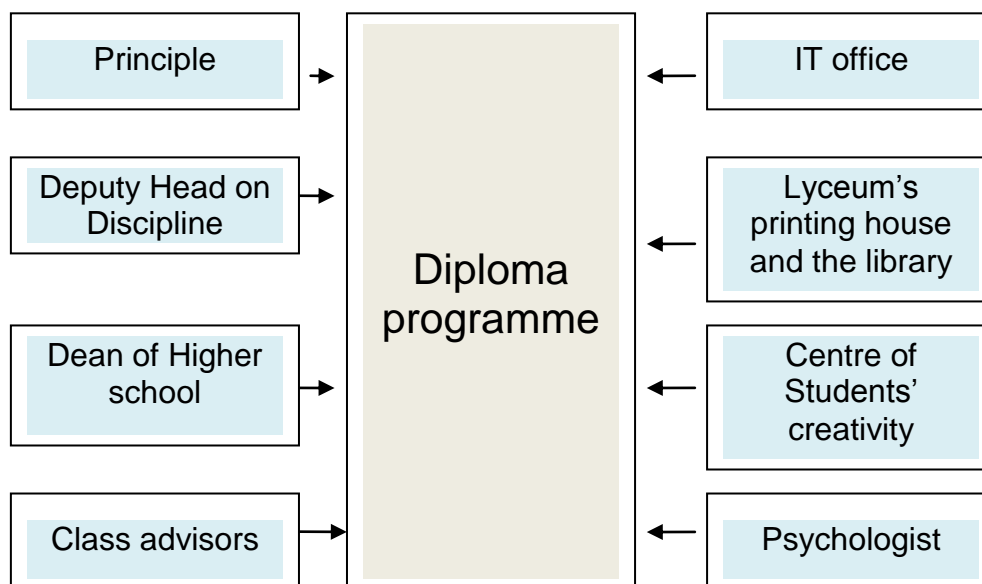


Medical Technical Lyceum

How the IB programme is supported



1. The principle supports the IB diploma programme by:

- giving ideological support and leadership to the programme;
- taking part in the parents' meetings and informing parents about the programme, about the mission of the lyceum and mission of the IB Diploma programme;
- working with the Ministry for Education and other outside organizations to attract financial support for the programme;
- taking part in the discussion of the new developments of the programme;
- discussing the problems that might occur while fulfilling the programme;
- meeting the teaching staff on a regular basis during teachers' meetings;
- promoting the programme in the city;
- keeping examination materials;
- supporting organization of the DP exams.

2. Deputy head on Discipline:

- helps the CAS coordinator with the general plan of activities for the lyceum based on which each student prepares his or her own CAS planning;
- provides support in implementing of the CAS projects;
- provides staff who work with children outside the classroom;
- prepares exhibitions of children's achievements;
- works closely with parents if the student is not taking an active part in the life of the lyceum.

3. Dean of the Higher school

- prepares the timetable for the IB Diploma programme according to the IB criteria by taking into account national curriculum;
- keeps the record of marks and absences of the students;
- keeps the record of teaching plans and calendar plans for the IB department

4. Class advisors

- monitor students success;
- help students to implement CAS projects;
- discuss with students their CAS diaries;
- give induction to newcomers and monitor them;
- organize parents' meetings on a regular basis;
- meets upon necessity with the student and psychologist and then with parents to solve the problem

5. IT support office

- buys all the necessary technical equipment for the IB (calculators, microphones, cameras, printers, PCs);
- processes all the digital equipment if necessary;
- helps to record oral interviews;
- helps with web site;
- gives support when the distance learning conferences take place

6. Lyceum's printing house and the library

- produce the booklet of the IB department;
- produce the handbook for students for the IB department;
- order new books for the IB programme;
- order books for the extended essay;
- order magazines and journals and other periodicals for the IB department;
- take part in the induction when the new student comes (provided by the librarian).

7. Centre of students' creativity

- gives the place where students can prepare their art projects (rock groups, musical groups, guitar songs, vocalists);
- gives place for dances and choreography lessons;
- provides the concert hall for big lyceum events;
- organizes other interest groups like mountain climbing, tourism, chess playing, etc.

8. Psychologist

- prepares students' personal profiles;
- prepares professional orientation card for students;
- works with students to solve their problems with studies;
- works with teachers and parents when psychological problems occur;
- takes part in the induction process for new students.