

IB MYP Coordinator Job Description

The Middle Years Programme (MYP) coordinator is responsible for the whole school implementation of the Middle Years Programme. The coordinator will work closely with staff to oversee implementation; establish a school MYP leadership structure; facilitate vertical articulation; provide support to teachers and students regarding MYP certification; organize and implement the personal project for MYP year 5 and/or the community project for MYP year 3 or 4 students; coordinate a programme of community service for students; create and maintain school-based training opportunities, programme monitoring and regulation compliance; and ensure resource management.

Reporting

The MYP coordinator reports functionally to the Principal of Secondary and overall to the Executive Principal.

The MYP coordinator will be required to:

Coordination

- Implement the necessary tasks outlined in the IB's list of coordinator's responsibilities, as per *MYP: From principles into practice* and/or *Programme standards and practices*.
- Be fluent in written and spoken English
- Ensure that the school and its students comply with all applicable IB programme standards and practices
- Make copies of relevant IB MYP publications available to all staff
- Support teachers and students in the delivery of the MYP
- Work closely with the Principal of Secondary in the day-to-day management of the MYP
- Report to the Executive Principal on a termly basis on the progress and attainment of students in the MYP
- Supports in the development of the curriculum
- Coordinates and facilitates meetings for required documentation evaluation
- Prepare and submit documentation required for the evaluation of the MYP
- Act as the MYP liason between school and the IB
- Ensure that the school and its students comply with all applicable IB programme standards and practices
- Provides support to teachers as required
- Overseas the resources assigned to the MYP
- Is an active member of the school's leadership team

Curriculum

- Model and teach IB units
- Ensures the concept of international mindedness permeates all subjects

Professional Development

- Organise and prepare agendas, coordinate/ lead professional development activities for the MYP staff
- Offer support to individual teachers in their classrooms
- Ensure that staff are made aware of IB workshop and conference opportunities
- Lead the orientation of new teachers to the MYP

Resource Management

- Assist the Principal of Secondary and the Executive Principal in identifying resource needs
- Advise the Principal of Secondary on teaching materials that will be needed by the teachers in order to successfully teach the MYP

Communication

- Organise and present information events for MYP parents
- Ensure effective communication and collaborative planning and reflection among all staff members

Desired Qualifications and Experience

- A minimum of 4 years successful teaching experience within the IB MYP;
- A deep understanding of the IB MYP;
- A minimum of 2 years experience in a leadership position within an international school setting;
- A creative leader with a proven track record of leading mission, vision and strategic plan driven change;
- Strong organizational ability and initiative;
- Experience with curriculum development and documentation within the IB MYP;
- Knowledge of the IB PYP and IB DP and how the IB MYP accepts students from one programme and prepares them for the next programme;
- Overall knowledge of the commonalities of each of the IB programmes;
- Excellent interpersonal skills and strong communication skills;

The role carries a 50% teaching load. Subject areas of teaching – English, Maths, Art and Design and Science .