



## **MYP Coordinator Job Description**

The MYP Coordinator reports to the Secondary Principal. The MYP Coordinator is a crucial link between the school and the IBO. He or she is expected to maintain a thorough understanding of all aspects of the Middle Years Programme and actively endorse and promote the principles that underpin it. Additionally, the MYP Coordinator will be expected to provide positive leadership that builds and sustains a healthy MYP culture amongst all Secondary faculty.

### **Accountabilities and Responsibilities**

#### **Administrative Duties**

The MYP Coordinator will be accountable and responsible for:

- informing and advising the school leadership and, where necessary, the school community regarding all aspects of the Middle Years Programme;
- planning the MYP in co-operation with the Secondary Principal and the Secondary administrative team including strategic and action planning, allocation of resources and establishment of priorities to ensure continuous programme improvement;
- overseeing the implementation and delivery of the MYP;
- participating in the scheduling process to ensure that the schedule supports student learning in the MYP;
- providing advice, and support to all teachers as well as keeping staff informed of all current developments with the MYP including advising the appropriate faculty of any new publications relevant to their subject areas and/or positions within the school;
- chairing regular MYP faculty meetings;
- establishing an MYP steering committee and facilitating regular committee meetings;
- seeking feedback regarding the MYP from the steering committee;
- leading the understanding and appreciation of the MYP within the IST school community;
- promoting the MYP with the IST school community;
- organising the formal procedures in preparation for moderation, certification and programme evaluation;
- maintaining regular contact with the IBO and assuming overall responsibility for administering, distributing, completing and returning all relevant documentation pertaining to the MYP;

- maintaining accurate school and student information via IBIS;
- supporting and advising teaching staff regarding the administration of the MYP and ensuring that all moderation and final mark requirements are met by the stipulated deadlines;
- ensuring that moderation samples are complete prior to mailing;
- overseeing the development, implementation and administration of the Personal Project and working with the Personal Project supervisor to ensure the continuity of the Personal Project;
- liaising, as appropriate, with the IB Diploma and PYP coordinators to facilitate a smooth student transition from one programme to the next and to ensure continuity of curriculum;
- liaising, as appropriate, with other MYP coordinators elsewhere;
- organising, attending and leading such MYP community information sessions as required;
- attending Head of Department, Team Leader and Board of Directors meetings as required;
- preparing an annual KPI (key performance indicator) report for the Secondary administration and Board of Directors following each moderation session;
- attending the IB regional conference on an annual basis and reporting back to the Secondary School on relevant information gleaned from the conference;
- assessing the professional development needs of MYP teachers and coordinating their participation in MYP workshops;
- representing the MYP on school committees when necessary;
- inducting new faculty, students and parents into the MYP;
- organizing the community and service program for students in grades 6 to 10 and ensuring that each student meets the community and service requirements during the transition to an embedded service learning program;
- leading the IB MYP five year self-study process when it occurs.

### **Curriculum Management**

The MYP Coordinator will be accountable and responsible for:

- liaising with the heads of departments to ensure a scope and sequence is in place and adhered to for each academic department;
- ensuring the consistency and development of unit planners in each academic department;
- establishing and maintaining a record of completed MYP planners;
- ensuring a scope and sequence is in place and adhered to for the ATL's across the grade levels;
- ensuring an overall scope and sequence is in place for the global contexts across subject areas (within MYP 2014);
- providing leadership that builds and sustains a healthy MYP culture amongst all faculty;

- leading and participating in curriculum review and development for each academic department;
- developing interdisciplinary links through Grade levels and subject departments;
- leading the integration of embedded service learning programmes in each Grade from 6 to 10 including the ESP;
- working with the PYP and DP Coordinators to ensure overall curriculum continuity with the PYP and DP in the school and between the programmes.

### **Other Responsibilities**

The MYP Coordinator will be assigned a 30% teaching load, made up of MYP courses. The position will carry an annual stipend of \$6000 USD. The MYP Coordinator will be involved in the pastoral care support system. Involvement in the pastoral care system could involve but is not limited to attending SST meetings, attending team meetings and being a homeroom teacher.

### **Desired Qualifications and Experience**

- A minimum of 3 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;
- MYP examination or MYP workshop leader experience will be viewed favourably;
- M.A./M.Ed. or equivalent preferred.

### **Length of Appointment**

The initial appointment will be two years.