

## **MYP Coordinator (40%) and Subject area teacher (60%)**

**Division:** Middle School/ High School  
**Position:** MYP Coordinator (40%) and Subject area teacher (60%)  
**Reports to:** Secondary Principal

**At UNIS Hanoi we value cultivating personal and academic excellence through:**

- Our approaches to teaching and learning
- Concept-based, disciplinary and transdisciplinary teaching
- Varied assessment strategies to allow students to showcase their strengths and progress.
- Strong connections and relationships between students, colleagues and parents

### **Skills and Dispositions:**

- A spirit of collaboration both within and across multiple departments
- Ability to communicate with various stakeholders (students, parents, admin, learning support, counsellors) about student growth and progress
- Ability to integrate technology effectively into classes on site, or in a distance learning and/or hybrid environment
- Student centered educator with a passion for teaching at the Secondary School level

### **MYP Coordinator Duties and Responsibilities:**

- Support teachers and departments in the delivery of the curriculum to ensure MYP principles and practices are fulfilled in the context of the school's mission.
- Ensure that all regulations set by the IB concerning the programme and all procedures are adhered to properly, and that all deadlines are met
- Conduct professional development workshops for Secondary School teachers, grade level planning teams and in the following areas:
  - Unit planners
  - Interdisciplinary units and links
  - Building Quality Curriculum
- Keep up to date with and inform all teachers of developments, professional development opportunities and new publications from the IB.

- Supported by the Secondary School Deputy Principal for Teaching and Learning (SSDPTL), ensure internal MYP curriculum documentation and handbooks are up to date and facilitate the annual revision process
- Support onboarding of students to the program through the design and implementation of sessions on topics such as assessment in the MYP, the Learner Profile and the Personal Project.
- Supported by the Personal Project Coordinator, guide students through the Personal Project process.
- Conduct parent information sessions, as required, including contribution to school publications.
- Supported by the SSDPTL, meet with parents as necessary with MYP curriculum issues.
- Coordinate with the Service Learning Coordinator to ensure that requirements are being met.
- Coordinate with the Curriculum and Professional Development Coordinator, DP and PYP Coordinators in regard to the development, continuity, delivery of the curriculum, teaching programmes and practices.
- Attend and actively participate at the following school meetings
  - Curriculum Leaders Meeting
  - D-12 Learning Leadership Team
  - Service meetings connected to the MYP curriculum
- Submit an annual budget for the next school year.
- Act as the liaison between the school and the IBO.
- Provide outreach to the wider IB MYP community through MYIB discussion forums, e-mail and school visits.
- Establish/maintain links with other IB MYP schools in the region.
- Supported by the program secretary, maintain accurate school information via the IB information system (IBIS)
- Supported by the SSDPTL, take a leading role in the accreditation and re-authorization process as it pertains to the MYP.

### **Secondary School Teacher Responsibilities:**

- Uphold the mission, vision, values and strategic directions of the school and its commitment to diversity, equity, inclusion and social justice
- Mentor a group of students (Homebase/advisory) to foster student well-being and to build a nurturing and supportive community
- Share in the overall responsibility for the academic progress, personal development, health and safety, and well-being of students
- Uses a restorative-justice framework to support students' pastoral growth
- Provide a differentiated program of instruction that incorporates high expectations for all learners



- Plan for, assess, and report student learning and progress within the IB MYP framework
- Provide timely communication to parents
- Contribute to the co-curricular life of school
- Demonstrate our value of curiosity through the pursuit of professional development and other internal or external growth opportunities

**Position Requirements:**

- Teach MYP in the Middle and High School (depending on the successful candidate's teaching area)
- Collaborate within the relevant curriculum department to support the development and growth of the written curriculum as well as teaching and learning strategies
- Collaborate with Student Success Team (Learning Support, Enrichment, EAL) through a model of co-planning and/or co-teaching
- Develop and implement teaching opportunities and innovations within the framework of the relevant department's curriculum
- Bachelor's degree or above in relevant subject area and teaching licensure
- 5-10 years of teaching experience
- Demonstrated pedagogical leadership qualities
- Significant experience with the MYP program
- Strong knowledge of the PYP and good working knowledge of the DP program