



**TITLE: Primary Years Programme (PYP) Curriculum Coordinator**

**POSITION SUMMARY:** The PYP Coordinator works closely with school administrators, program coordinators, team leaders, homeroom teachers, specialists and teaching assistants to coordinate, lead, and ensure effective implementation of curricular planning, documentation, innovation and development. The PYP Coordinator is responsible for identifying and addressing professional development needs as they related to the written, taught and assessed curriculum. Additionally, the coordinator is responsible for all PYP administrative procedures and other PYP-related issues as they arise. The PYP Coordinator moves beyond advocacy to provide active and dynamic leadership and support.

**QUALIFICATIONS:**

- Master's Degree or higher
- PYP course completion and experience as a PYP Teacher
- Experience as a curriculum leader
- Excellent written and verbal communication skills
- Strong team facilitation and problem-solving skills
- Superior organization and communication skills
- Experience with educational technology for teaching and learning

**PREFERRED:**

- Experience as a PYP Coordinator
- Excellent interpersonal skills with adults, and strong written communication skills
- Demonstrated ability to work collaboratively, respectfully and assertively with principals, teachers, other teaching and learning personnel across the system
- High degree of organization
- Ability to see the big picture as well as the ability to take care of the small details and bring tasks to completion on time
- Goal-oriented high achiever with a strong work ethic
- Experience with TCRWP Units of Study
- Experience with Positive Discipline and/or Second Step
- Experience with Seesaw and iPads (technology for learning)
- Experience with Managebac
- Experience working in a multi-cultural, international environment; an appreciation for the cultural differences between Western and Asian staff; a willingness to respectfully collaborate with all staff in order to promote positive change

**REPORTS TO / EVALUATED BY:** Lower School Principal

**SUPERVISES:** NA

**MAJOR RESPONSIBILITIES AND DUTIES:**

**The PYP Coordinator has overall responsibility for:**

**I. Documentation & Resource Management**

- Regularly collaborate with teachers in order to update and maintain curricular documentation on ManageBac including Reading, Writing, Mathematics and the Units



of Inquiry planners.

- Assist the Administration and other coordinators in determining the most appropriate curricular resources that support best practice in planning, teaching and assessment across the curriculum.
- Update the PYP action plan, a product of the PYP self-study, throughout the year and communicate progress with the IBO at the end of each school year.
- Prepare, submit and communicate with the IBO, documentation required for the PYP authorization, evaluation and reauthorization.
- Ensure that all requirements and procedures set by the IB concerning the implementation of the Primary Years Programme are adhered to.
- Collaborate with teachers in locating appropriate key resources (inclusive of Information Technology) as they connect to the curriculum.
- Keep copies of all correspondence with the IB, including forms, curricular documents, professional development registrations and receipts and school reports.

## 2. Communication & Meetings

- Attend administrative focus on learning and leadership meetings and provide information surrounding progress or changes within the PYP when necessary
- Plan for faculty professional development and be prepared to lead meetings that are related to curricular planning, instructional delivery and/ or assessment.
- Collaborate with administration on the development and facilitation of parent education events.
- Facilitate weekly grade level team meetings during which time teachers will collaborate on unit plans and in reaching shared understandings.
- Lead unit Kick-Off Meetings (6 times per year) to ensure units are aligned to standards and being taught through a trans-disciplinary inquiry-based approach
- Provide weekly co-planning meetings, if necessary, to assist teams or individuals in developing and documenting units.
- Guide teachers when assessing and analyzing student work in order to identify trends, assist with planning for differentiated instruction, and determine the extent to which learning outcomes were met

## 3. Professional Development

- Provide an induction to the PYP, as well as all curricular areas for teachers new to SCIS.
- In consultation with administration, identify areas for PD, and plan internal and external workshops accordingly.
- Communicate relevant PYP professional development opportunities for staff
- Register teachers for IB PD through the IBO online registration system with the assistance of the Singapore office if necessary

## 4. Curriculum

- Ensure all units including reading, writing, math and the units of inquiry are aligned to the SCIS standards (as listed in ManageBac) and documented on ManageBac.
- Collaborate with teachers to develop meaningful, differentiated and authentic pre-assessments, formative assessments and summative assessments for all units.
- Assist teachers with the creation of assessment rubrics or other tools used in order to assess and track student growth and progress. Assist teachers with ensuring assessments are accessible to all students including those that have identified



learning needs.

- Ensure that all PYP teachers have access and are familiar with the IB Online Curriculum Centre (OCC), newly published and all relevant PYP documents
- Provide guidance for PYP teachers in understanding the PYP framework, including Scope and Sequence documents and the PYP unit planner.
- Oversee the review of the Programme of Inquiry on an annual basis.
- Assist with the tracking and documentation of Lower School data including but not limited to: Fountas and Pinnell Benchmark Assessments, Semester Teacher Visits, and other relevant student assessments and/or teacher expectations that can be tracked over time.

### 5. Resource Management

- Plan for and submit an annual order in collaboration with divisional leadership
- Work with grade level teams and specialists to promote the adoption of curriculum materials that support inquiry-based learning and meeting the needs of all students
- Keep abreast of the contemporary information resources on technology use for instruction

### 5. Coaching & Leadership:

- Collaborate with teachers in their classroom in order to support and strengthen their understanding of the inquiry process. For example, this can be done through in-class coaching and/or team teaching.
- Support and mentor new PYP teachers in the classroom as well as teachers new to the TCRWP units of study and/or the workshop approach to teaching reading, writing and mathematics.
- Provide opportunities for teachers to observe one another in practice.
- Provide ongoing encouragement and support to all teachers surrounding the implementation of best practice in instructional planning, delivery and assessment across all subject areas and departments.

### 6. Professionalism

- Develop professional administrative and facilitation skills appropriate to the job assignment.
- Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff and hold staff accountable to adhering to the Lower School Faculty Essential Agreements.
- Consult with the Lower School Principal surrounding teachers' areas of strength and areas for growth as they relate to the implementation of the curriculum.
- Demonstrate a commitment to professional growth, as reflected in participation in professional development experiences, curricular teams, professional collaboration, and by seeking feedback and adjusting practice where needed based on feedback.
- Lead the implementation of the Lower School Philosophy Statements and Essential Agreements for English Language Arts, Mathematics, Technology, as well as those outlined in the SCIS-Pudong Learning Handbook.
- Regularly attend and participate in Lower School events. This may include, but is not limited to Winter Concert, the Halloween Bash, Bingo Night, Winterfest, and Art Auction.



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- Support student activities by leading an After School Activity (ASA) two times per year,, serve as a group mentor for the Grade 5 exhibition, or assist with the organization of a school wide event.
- Perform additional duties as assigned by the Principal.

### **SCIS BELIEVES:**

- That each employee makes a significant contribution to our success,
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SCIS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.