

JOB POSITION: Site Coordinator - International Baccalaureate Primary Years Programme (IB-PYP)

QUALIFICATIONS: Must possess a valid Virginia Teaching License with an elementary endorsement. A master's degree in administration or curriculum and instruction preferred. A minimum of three years of successful teaching experience required. Must have experience in creating, aligning, and assessing inquiry - based instruction in an interdisciplinary fashion. Must possess leadership qualities that support continuous improvement and be able to unite teachers toward developing and accomplishing long-term goals and objectives. Must be able to guide teachers in working collaboratively to make connections among and between all subject areas through the use of Professional Learning Communities and Problem/Project-based Learning activities. Must have an understanding of the Virginia Standards of Learning (SOL) and have the ability to synthesize them with the IB-PYP philosophy and practices. Must have experience in teaching and helping other to use higher - order thinking skills in classroom instruction. The IB-PYP site coordinator will be directly involved with students, parents, teachers, and school administrators, and must be able to coordinate efforts effectively across stakeholder groups. The ideal candidate for this position must possess excellent oral and written communication, presentation, organizational, and public relations skills. Must be able to guide teachers in the proper use of assessment tools, including IB assessment criteria, for all subject areas to evaluate the progress of students. Must possess the skills to use relevant and timely technology to communicate with the International Baccalaureate Organization (IBO) and fulfill all obligations for data collection, reporting, and program specific requirements as outlined in guidance documents from the IBO.

PERFORMANCE EXPECTATIONS: Oversees the implementation and delivery of the IB-PYP Programme. Manages student records in regards to program specific activities. Ensures appropriate textbooks, resources, and facilities are available. Organizes requisite activities according to IB guidance documents. Monitors the instruction of each teacher to measure fidelity to IB principles and practices. Communicates with parents on a regular basis to ensure they understand the IB-PYP philosophy and practices and are kept informed of their child's progress. Presents the program's objectives, mission, and goals to all relevant stakeholders and report progress toward stated objectives regularly. Plays a leading role in activities related specifically to the IB curriculum and represents the school and collaborates to the greatest extent possible with other IB Site Coordinators to ensure vertical alignment throughout the division. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties performed typically in a school setting. Performs professional work providing teaching and/or training services to students in a specialized subject. Work requires lifting up to 10 pounds, frequent standing, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Interim Director of Curriculum and Instructions

PAY SCALE: Teacher's salary scale plus 5% supplement

LENGTH OF CONTRACT: This is an eleven month (230 days) contract position with excellent benefits.

FLSA: Exempt