



## **IB Middle Years Program Coordinator**

### **1. OVERVIEW**

- 1.1** The IB MYP Coordinator is appointed by the Head of School.
- 1.2** The IB MYP Coordinator reports to the Secondary Principal.
- 1.3** The IB MYP Coordinator is a member of the Secondary Leadership Team (SLT).
- 1.4** The IB MYP Coordinator acts as a link between the school and the IB and is expected to maintain a thorough understanding of all aspects of the MYP and to actively endorse and promote the principles that underpin it.

### **2. DUTIES AND RESPONSIBILITIES**

The IB MYP Coordinator is responsible for:

#### **2.1 Administration of the Programme**

- 2.1.1** informing and advising the school administration regarding all developments within the MYP including their budgetary implications;
- 2.1.2** in cooperation with the Secondary Principal, leading the review, development and promotion of the MYP throughout the Secondary School;
- 2.1.3** maintaining regular contact with the IB and assuming overall responsibility for administering, distributing, completing and returning all relevant documentation pertaining to the MYP;
- 2.1.4** organising and administering internally the formal procedures required for MYP eAssessments within the published deadlines;
- 2.1.5** liaising with the MYP Action and Service Coordinator to ensure that appropriate practices are observed and deadlines met;
- 2.1.6** organising and managing the MYP Projects in collaboration with the appointed Teacher Supervisors to ensure that appropriate practices are observed and deadlines met;
- 2.1.7** organising the school's preparation for and response to periodic MYP evaluation visits and reports;
- 2.1.8** ensuring that all internal MYP documentation is accurate, current and available to MYP teachers;
- 2.1.9** liaising with the Communications Manager to ensure that curriculum documents and MYP descriptions on the school's website are accurate, current and complete;
- 2.1.10** submitting and managing the MYP budget
- 2.1.11** liaising with the Secondary Principal on scheduling of MYP classes
- 2.1.12** monitoring the implementation of the Academic Honesty Policy in the Middle Years

- 2.1.13 ensuring that all the curriculum documentation on ManageBac is current, complete and relevant

## **2.2 Development of the MYP at SIS**

- 2.2.1 liaising with other MYP Coordinators throughout India and the Asia-Pacific region;
- 2.2.2 attending relevant workshops and conferences in order to develop understanding of the MYP
- 2.2.3 recommending and organising the attendance of staff at appropriate MYP workshops and conferences;
- 2.2.4 advising, informing, directing and assisting MYP teachers new to the programme or to the school;
- 2.2.5 planning, organising and leading MYP workshops and training sessions for Stonehill teachers as necessary;
- 2.2.6 developing & updating MYP documents such as the MYP handbook and the Personal Project handbook
- 2.2.7 supporting teachers in the development of assessment tools that meet the MYP criteria
- 2.2.8 supporting teachers in the development/ review of the MYP conceptual scope and sequence and in the integration of key elements such as ATLs and global contexts
- 2.2.9 organizing and lead curriculum meetings/ collaborative planning with all MYP staff

## **2.3 Student Support in the MYP**

- 2.3.1 organizing MYP induction for new students/ P8 to M1 transitioning students
- 2.3.2 working with Head of Student Support Services to support students struggling with Approaches to Learning
- 2.3.3 working with homeroom teachers to solve issues related to classroom/ behaviour / conflict management
- 2.3.4 monitoring behaviour contracts of individual students and liaising with parents as necessary
- 2.3.5 liaising with EAL and Learning Support and boarding staff to ensure that all students are properly looked after and receive accommodations as per the regulations in place

## **2.4 Promotion of the MYP in the SIS Community**

- 2.4.1 preparing MYP information booklets for parents and students;

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## **Job Description** *(revised January 2020)*

- 2.4.2** organising, attending and leading such MYP information meetings for parents and students as are required;
- 2.4.3** contributing to the school website, MYP blog, school newsletters, and elsewhere as appropriate to inform and educate the community about the MYP at Stonehill.

## **2.5 Collaboration and Leadership**

- 2.5.1** attending and contributing to regular meetings of the SLT;
- 2.5.2** liaising with the PYP and DP Coordinators to ensure continuity of instruction and practice throughout the school;
- 2.5.3** liaising with the PYP and DP Coordinators to ensure maximum articulation between the three programmes;
- 2.5.4** contributing to the Secondary School evaluation and appraisal process as directed by the Secondary Principal