

ISI Primary Years Programme Coordinator Lower School 2024

The mission of the International School of Indiana is to provide our students with a world-class education that prepares them to be responsible citizens and effective leaders in a rapidly globalizing and interdependent world.

Overview

The PYP Coordinator is a member of the Lower School Leadership Team and is responsible for the management and implementation of the International Baccalaureate Primary Years Programme.

Preferred qualifications, skills and experience:

- Elementary Education Degree
- A minimum of 5 years PYP teaching experience and knowledgeable about a wide range of learners and age groups- from 3 year olds through Grade 5.
- Prior PYP Coordinator experience & IBEN member
- Led PYP authorization or evaluation process
- Experienced collaborator and skilled in facilitating meetings
- Familiarity with bilingual development and children working in second and additional languages.
- Familiarity with international students and internationally mobile families
- Intercultural sensitivity and an appreciation of diversity.
- Experience with developing curriculum, assessments and using data to inform the programme
- Experience using Managebac and Seesaw
- Fosters a positive work environment

Responsibilities

The PYP Coordinator:

- supports and mentors new PYP teachers in the classroom
- identifies resources in the community that may contribute to units of inquiry
- stays up to date on best practice through workshops and reading
- supports teams through regular classroom visits and planning meetings
- coordinates with upper school coordinators
- plays a full part in the life of the school, including attendance at staff meetings, assemblies, evening events, camps etc.
- ensures that curriculum-related parent meetings and workshop opportunities are provided
- helps with the everyday operation of the school
- teaches part-time as needed
- ensures curriculum documentation is up to date and IBO publications are available to all staff members



- leads the school's process of developing and reviewing scope and sequence documents
- prepares and submits any documentation required for authorization and evaluation
- is committed to ensuring high standards of teaching and learning
- is skilled in educational leadership and able to inspire others
- is approachable, calm and has a well-developed sense of humour to enhance the workplace atmosphere

Please send letter of intent and resume to:
International School of Indiana
4330 N. Michigan Street
Indianapolis, IN 46208
resumes@isind.org