



MYP Coordinator

Job Description

Secondary Division

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| Job Title | Middle Years Program Coordinator |
| Classification | Overseas Direct Hire or Local Direct Hire |
| Reports To | Secondary Principal |
| Supervises | Heads of Department and MYP Teachers |
| Working Hours | Faculty Hours |

Primary Goal:

To facilitate the implementation of the IB Middle Years Program for the students in the school and to be a liaison between the IBO and GSIS.

1. Administering the Budget for the Middle Years Program

- a. Monitoring expenditures from the budget for teacher training, supplies, recruiting, exam preparation, and learning resources.
- b. Paying fees to the regional billing office.
- c. Purchasing and distribution of IB publications.

2. Recruitment and selection of students

- a. In conjunction with the Grade 6 – Grade 9 Counselor, establishing liaison with Grade 5 teachers to ensure a smooth transition for students from Grade 5 to Grade 6.
- b. In conjunction with the Grade 6 – Grade 9 Counselor, arrange informational meetings for parents and students at a minimum in October and in April.
- c. Discuss possible courses of study with parents & students in October and April – followed by changes in course selection.
- d. Conducting interviews with individual students and their parents/advisors for academic monitoring and potential impact on course selection.
- e. Advising students and parents of prospective IB students.
- f. Meeting with new students to the school who pass through the admissions office and show an interest in the IB program.

3. Communication with IB students

- a. In conjunction with the Grade 6 – 9 Counselor, advising students on student course selections.
- b. Informing students about the *IB Diploma Program General Regulations*
- c. Supporting, encouraging, and counseling anxious students.
- d. Informing students of the importance of Academic Integrity.
- e. Registering students on IBIS for the MYP Certificate.
- f. Acting as an advocate for IB student concerns and the MYP Program.

4. Communication with subject teachers and/or heads of departments

- a. Informing teachers of official information from IB: General Regulations, IB Standards and Practices, MYP Coordinator Notes, Middle Years Program Assessment Procedures, and subject information that may be found on My IB.
- b. Sending copies of the specific sections from the MYP Coordinator Notes that apply to individual teachers and Heads of Department.
- c. Administering GSIS MYP records on My IB.
- d. Ensuring that MYP teacher records on IBIS are accurate.
- e. Facilitating scheduling and sectioning of MYP subjects to best meet the needs of the students.
- f. Ensuring that all teachers are familiar with Academic Integrity requirements and consequences and maintaining a record of students who commit academic misconduct.
- g. Monitoring and acting on professional development needs, including ensuring that the IB requirements for professional development are met.
- h. Facilitating summative assessment deadlines in each quarter, ensuring that students have no more than 5 summative assessment items in one week.
- i. Informing the Personal Project Coordinator of the internal deadline for the completion of the Personal Project and monitoring the Personal Project deadlines.
- j. Informing the Service and Action Coordinator of the internal deadline for the completion of Service and Action and monitoring deadlines with the Service and Action Coordinator.
- k. Communicating with EAL teachers and Special Needs staff to ensure that accurate information is obtained about students with special educational needs and submitting requests to IBO for the relevant special consideration in line with the IB's Access and Inclusion Policy.
- l. Ensuring that all relevant data for the MYP Certificate is entered on IBIS by the deadline and ensuring that all relevant assessment is uploaded to IBIS by the relevant deadlines.

5. Communication with parents

- a. Informing parents about the IB Program, its regulations, and the importance of complying with IB deadlines.
- b. Conducting conferences with advisors, parents, teachers, and students who are at risk of academic probation or withdrawal from the program.
- c. Creating action plans for IB students at risk of academic probation or withdrawal from the program.
- d. Monitoring students who are on academic probation, and ensuring that relevant support is put in place for these students.
- e. In conjunction with the Special Needs staff, obtaining information about IB students with special educational needs.
- f. Helping parents understand the importance of the IB Middle Years Program as a foundation for the Diploma Program.
- g. Informing parents of the requirements of the Personal Project and Service and Action.

6. Communication with organizations outside the school

- a. Liaising with offices of the IBO: IBAP, the regional office, and sub-regional organizations.

7. MYP eAssessment

- a. Arranging locations for examinations, including furniture and its placement according to the required measurements.
- b. Arranging for the relevant technical requirements for the examinations.
- c. Maintaining the security of examinations, according to IB regulations.
- d. Informing students and proctors about examination procedures and regulations, as outlined by IB.
- e. In conjunction with the Secondary Assistant Principal, coordinate the schedule for MYP

- e. Assessment.
- f. Providing students with examination schedules and the IB handout on the conduct of the examinations.
- g. Establishing and equipping suitable locations, including arrangements for students with special needs, for exams.
- h. Collecting documentation in the case of a malpractice situation and communicating to IBO.
- i. Establishing proctor's schedules and informing them of the schedule, and their responsibilities.
- j. Ensuring that all relevant information is uploaded to IBIS after each exam.

8. Semester Exams

- a. In conjunction with the Secondary Assistant Principal and the DP Coordinator, coordinate the schedules for Final Exams, including arrangements for students with special needs.
- b. Providing students with examination schedules.
- c. Arranging locations for examinations.
- d. Informing students and proctors about relevant examination procedures.
- e. Reminding relevant subject teachers of requirements for calculators, data booklets, case studies, and other authorized material for examinations.

9. Longitudinal concerns

- a. Maintaining success records for use in recruitment and school promotional material.
- b. Planning for the long-term improvement of the Middle Years Program within the school and the need for a balanced program for students.
- c. Review of IB Policies - Language, Assessment, Academic Integrity, Inclusion, and IT.
- d. Maintaining GSIS MYP policies

10. Teaching staff

- a. Coordinating IB teaching loads with the Secondary Principal and Heads of Department.
- b. Informing teachers of professional development opportunities and making necessary arrangements.
- c. Communicating curriculum developments and administrative changes to teachers.
- d. Orienting new teachers who have been assigned IB positions and informing them about the Middle Years Program.
- e. Advising teachers about internal assessment requirements.
- f. Monitoring the receipt of internal assessment forms and candidates' work for submission to examiners.
- g. Organizing and chairing meetings for IB teachers.
- h. Consulting with teachers about IB standards and practices.
- i. Coordinating difficulties that arise between IB teachers and students.
- j. Assisting the Secondary School Principal with monitoring the performance of IB MYP teachers.

11. Curriculum Review

- a. Facilitating the implementation of the IB Diploma Program through curriculum alignment.
- b. Assisting the DP Coordinator in maintaining the Course Progression and Program of Studies through Grades 6 – 12.
- c. Supporting teachers in the development of their unit plans to be placed into Rubicon Atlas.

12. Organization and Implementation of the IB 5-year review

- a. Ensuring that all stakeholders in the community participate (parents, teachers, students, board members).
- b. Setting up and maintaining a workable schedule of meetings and committees.
- c. Preparing the final copy of the report based on the findings and notes from the committees and submitting the final copy to the Secondary Principal and the GSIS Founder before submission to IBO
- d. Ensuring all relevant deadlines are met, including the submission of the final report.

- e. Responding to matters to be addressed in the final report from IBO and having those responses approved by the GSIS community.
- f. Maintain ongoing monitoring of the IB Standards and Practices, in preparation for subsequent reviews.

13. WASC Review

- a. Participate as required in the WASC Review.
- b. Provide all relevant data and information for the WASC Coordinator and WASC Committee Chairs.

14. School Management

- a. Participate in the weekly SALT meetings and provide relevant agenda items for discussion, ensuring that all members of SALT are regularly informed of the Middle Years Program.
- b. Participate in the Secondary Leadership Team Meetings.
- c. In conjunction with the DP Coordinator, facilitate the Heads of Department meetings and conduct training of Heads of Department.

Qualifications:

- Relevant Bachelor's Degree required;
- Teacher certification for secondary grades 6-12 required;
- At least five years of classroom teaching experience; MYP classroom experience preferred;
- International Baccalaureate MYP Coordinator experience preferred
- Master's Degree preferred;
- International experience is preferred.

Step By Step Application Process:

1. Before applying, please review our school's educational philosophy and mission statement.
 - [Teachers' Job Description and Role Model Policy](#)
 - [GSIS Statement of Faith](#)
 - [Portrait of a GSIS Teacher](#)
2. **Prepare Your Documents:** Ensure you have the following documents ready:
 - A current resume
 - A cover letter detailing your experience and why you are a good fit for this role
 - Answers to the following extended-response questions
 - i. Describe your Christian walk and/or conversion experience(200-300 words)
 - ii. Explain how you decided to teach and why you continue to do so.
 - iii. Describe how you have improved as a teacher in 3 years.
 - iv. Explain how you impact your school's culture in positive ways.
 - A pastoral reference should be emailed directly to Ms. Stella Lee (leesh@gsis.sc.kr) by your pastor. The reference form can be downloaded [here](#).
3. **Submit Your Application Online:** Visit our employment page at <https://www.gsis.sc.kr/community/employment> and fill out the online application form by following the instructions on the page.
4. **Contact Information:** If you have any questions about the application process or the position, please contact Stella Lee at leesh@gsis.sc.kr.