



## Job Description

**TITLE: MYP COORDINATOR**

**REPORTS TO / EVALUATED BY:** US Principal

**POSITION SUMMARY:** Together with the senior leadership team of the school, the MYP coordinator is involved in the whole-school implementation of the MYP and, therefore, has a central function in the organization of the program. The MYP coordinator maintains contact with area leaders, subject departments, and teachers, and with the IB. All IB correspondence regarding the MYP is addressed to this coordinator. SCIS has an incredibly strong MYP and prides itself on “living” it - the MYP Coordinator must ensure that any visitor to the school will know that the MYP is alive and well within our walls.

### QUALIFICATIONS:

- Current knowledge of educational best practices.
- Experience as a curriculum leader
- Successful leadership experience
- Successful teaching experience
- Superior organization and communication skills
- Experience with the MYP Programme
- Experience with educational technology for teaching and learning
- Advanced degree in education preferred

### SKILLS / ATTRIBUTES:

- Excellent interpersonal skills with adults, and strong written communication skills
- Demonstrated ability to work collaboratively, respectfully and assertively with principals, teachers, department chairs, 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

### MAJOR RESPONSIBILITIES AND DUTIES:

#### Leading and Managing the Learning:

- Build and lead a learning-focused, collaborative team that focuses on improving student learning by analyzing both qualitative and quantitative information to identify next steps in learning, intervention strategies, curriculum adaptations, etc.
- Serve as a coach, mentor, and model for teachers regarding curricular planning, and instructional and assessment practices.
- Collaborate with the leadership team to facilitate professional development and to manage details around professional development
- Collaborate with the leadership team to refine, document, and implement research-based instructional methods
- Maintain public Curriculum documentation (handbooks, websites, prospectus, etc.)
- Other administrative or leadership duties as assigned



**IB Leadership:**

- Oversee the MYP Authorization/ Evaluation process.
- Advise the Secondary Principal of all developments and progress within the IBMYP programs both internally and externally.
- Keep up to date with and inform all staff of developments and new publications.
- Help maintain systems for communication with the entire professional staff to ensure cooperation in implementing the program in the school.
- Circulate to teachers and students all relevant information received from the IB.
- Ensure that all regulations set by the IB concerning the program and all procedures are adhered to properly, and that all deadlines are met.
- Oversee the implementation of the published subject-specific assessment criteria
- Ensure that the concepts of international-mindedness, approaches to learning, and service as action permeate all subjects.
- Work with Personal Project coordinator to provide teachers and students with guidance concerning the personal project - Oversee and organize MYP Week as well as the creation, delivery and assessment of IDUs and their reporting.
- Maintain accurate school information via the IB information system (IBIS) and information on Toddle.

**Managing School Climate:**

- Provide recommendations to principals on instructional resources and materials to support teaching staff in accomplishing instructional goals.
- Foster collegiality and team building among staff members.
- Provide two-way communication with the Head of School, principals, teachers, parents, and community.
- Coach teachers in a collaborative model (including one-to-one sessions, group sessions, team meetings, etc.)
- Observe teachers in the classroom setting and provide support on best practices in instructional strategies
- Observe teachers in the classroom setting and provide support on best practices in instructional strategies Growing as a Professional:
- Develop professional skills appropriate to job assignment.
- Demonstrate professional, ethical, and responsible behavior.
- Serve as a role model for all campus staff.

**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.