

AISD is committed to the protection of all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.



AISD [Child Protection Policy](#)

PYP Coordinator / Literacy Specialist

Position Summary: The AISD Elementary School (PreK–Grade 5) is an IB PYP community where inquiry is lived, not laminated. Our students ask big questions, cross disciplinary boundaries, and take genuine action in the world.

We're looking for someone who holds two commitments with equal conviction: deep expertise in the IB PYP and a genuine passion for structured literacy. This is a rare combination, and it's exactly what this role demands. Every child at AISD deserves a strong foundation in reading and writing - explicitly taught, carefully sequenced, and woven into the rich transdisciplinary learning that defines our program.

This is a leadership and coaching role. You will spend your days in classrooms and collaborative planning sessions, alongside teachers - not behind a desk.

Educational Qualifications

- A Bachelor's degree; Master's preferred. A valid teaching certification.

Experience

- Successful PYP classroom teaching experience and deep knowledge of the IB PYP framework, including the Programme of Inquiry and IB Standards and Practices.
- Genuine commitment to evidence-based, structured literacy approaches - and the instructional expertise to put them into practice.
- Experience in instructional coaching, curriculum coordination, or a similar leadership role, ideally in an international school setting.

Skills & Competencies

- The ability to analyse student learning data and use it to inform instructional decisions.
- The capacity to hold the big picture - programme coherence, IB compliance, literacy outcomes - while remaining genuinely present in day-to-day classroom life

MAJOR AREAS OF RESPONSIBILITY

The PYP Coordinator / Literacy Specialist is responsible for the pedagogical leadership, development, and implementation of the IB Primary Years Programme at AISD. Working in close partnership with the Elementary Principal, they ensure the school meets all IB Standards and Practices while fostering a culture of inquiry, international-mindedness, and agency among staff and students. As Literacy Specialist, they lead the implementation of a research-based approach to literacy that is both explicitly taught and meaningfully woven into the transdisciplinary fabric of the PYP. As a member of the school-wide Pedagogical Leadership Team, they bring an Elementary perspective to broader conversations about learning and professional growth across AISD.

"Preparing students to become stewards of a just and sustainable world."

PYP Programme Leadership

- Maintain the AISD Programme of Inquiry, curriculum documentation, and IB-required policies, ensuring ongoing compliance with IB Standards and Practices.
- Oversee unit planners across all subjects using Toddle, ensuring they are current, conceptually strong, and assessment-rich.
- Serve as the AISD primary liaison with the IBO.
- Identify and foster community partnerships, facilitating engaged service learning and action.
- Lead the Grade 5 PYP Exhibition - and make it matter.

Literacy Leadership

- Lead the implementation of a structured, research-based approach to literacy across all year levels — explicitly taught, carefully sequenced, and alive within the PYP.
- Model and coach effective literacy instruction through classroom visits, co-teaching, and collaborative planning.
- Keep literacy resources, assessments, and instructional materials current and aligned.

Coach and Develop Teachers

- Build teachers' capacity through regular coaching cycles, classroom walkthroughs, and growth-oriented feedback.
- Facilitate collaborative planning to co-design units, moderate student work, and differentiate instruction.
- Design and deliver PYP induction for new staff across all subject areas.
- Guide faculty on the ethical integration of AI.

How to Apply

Inspired? We hope so. Please send a one-page letter of interest along with your CV compiled into a single PDF to:

applyjob@aisdhaka.org

Tell us who you are as an educator. We look forward to hearing from you.

MISSION: AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners and contribute to a changing global society.



Updated: April 2026

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