



MYP COORDINATOR ROLE

Department: Administration

Reporting To: Principal

Position Summary:

The role of the MYP Coordinator is to plan and oversee implementation and management of the program in grades 7-10. Through coordination with teachers, administrators, and the International Baccalaureate, the coordinator is responsible for the full delivery of the curriculum—including documentation, reporting, analysis, and evaluation. This position is a member of the leadership team

The MYP IB Coordinator may teach within the MYP or perform other duties, but those assignments should not interfere with the responsibilities of IB MYP Coordinator.

Qualifications:

- Bachelor's degree required; Master's degree preferred
- Minimum of three years of successful teaching experience
- Prior experience with the IB preferred
- Previous experience as department head, curriculum coordinator and/or teacher leader
- Strong organizational, communication and interpersonal skills
- Student-centered philosophy

Overall Responsibilities

With the support of and in coordination with the Principal or Head of School, the IB MYP Coordinator's responsibilities will be the following:

A. Curriculum/Documentation

- Lead the development and documentation of the MYP in Grades 7--10
- Mentor MYP teachers and model effective inquiry--based teaching practices
- Participate in regular MYP planning meetings
- Ensure the consistency and development of unit planners in each academic department
- Facilitate curriculum review and development for each academic department
- Ensure essential agreements are formulated for assessment and for all areas of learning
- Develop interdisciplinary links across grade levels and subjects groups
- Oversee curriculum review in Grades 7--10
- Work closely with the Principal and Department Heads to ensure curriculum articulation

B. Administration Duties

- Maintain regular contact with the IBO and assume overall responsibility for administering, distributing, completing, and returning all relevant documentation pertaining to the MYP
- Establish and maintain links with other MYP schools in the region
- Participate in the scheduling process to ensure the schedule supports student learning
- Ensure a scope and sequence is in place and adhered to for the approaches to learning
- Ensure copies of IB MYP publications are available to the faculty
- Assist the MYP teachers and Leadership Team in identifying resources to support the MYP
- Notify the business department of any IBO payments that are due
- Represent the School at various external events/meetings related to IB
- Coordinate and plan the collaborative meetings at each grade and subject level
- Coordinate and plan the Head of Department meetings
- Coordinate student led conferences

C. Communication

- Provide advice and support to all teachers and inform them of all developments within the MYP, including advising the appropriate faculty of any new publications relevant to their subject areas and/or positions within the school
- Promote the MYP both within and outside the school community
- Meet with parents and students to promote and explain the MYP
- Write articles pertaining to the program for publications

D. Professional Development

- Assess the professional development needs of MYP teachers and coordinate their participation in MYP workshops
- Develop orientation/training programs specific to the needs of MYP teachers and participate in their on-going support and mentorship.