

International Baccalaureate Middle Years Program Coordinator

DEFINITION:

The International Baccalaureate Middle Years Programme Coordinator is a key leader in the implementation and development of the Middle Years Programme at the school site. The Coordinator is responsible for overseeing all necessary guidelines and requirements as set forth by the International Baccalaureate Organization. In addition, the Coordinator will ensure that students and teachers have all the resources and assistance necessary to successfully implement and sustain the Middle Years Programme.

QUALIFICATIONS:

Valid California Teaching Credential
 Minimum of three (3) years of regular classroom teaching experience
 IB training desirable

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the implementation and deliver of the MYP
- Act as the pedagogical leader in the school
- Help set up systems for communication and cooperation within the school
- Communicate with the International Baccalaureate Organization (IBO)
- Communicate at the school level to ensure that all regulations set by the IBO are being implemented
- Circulate information from IBO to appropriate individuals
- Follow and assure that IBO publications are available for teachers
- Maintain relevant student records
- Provide resources and support to teachers
- Facilitate, organize, and oversee formal procedures in preparing for moderation, certification, and monitoring of assessment
- Use IBNET/IBIS to complete many of the procedures as described in the *Coordinator's Handbook*
- Initiate, arrange, and facilitate professional development for teachers and staff that echoes the IB mission statement.
- Coordinate and facilitate meetings with parents so that they have understanding of the goals of MYP
- Lend support to individual teachers in their classroom on a regular basis with
 - Instruction
 - Planning (unit and lesson)
 - Assessment (formative and summative)
- Work closely with the Head of School in the day-to-day management of the MYP
- Be actively involved in supporting positive initiatives taken by students, parents, and colleague
- Assure the implementation of the areas of interaction and fundamental concepts
- Serve as a liaison with the Cordova High MYP and DP coordinators (where applicable)

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.