

MYP Coordinator / Assistant Principal (Pastoral 6-10)

Up to 13 Release Periods

The IB MYP Coordinator will report directly to the Secondary principal.

Specific Responsibilities

- Acting as Assistant Principal, and as Principal in the absence of the Secondary Principal.
- The day-to-day organization of the IB MYP.
- Communication with the IBO.
- Direct responsibility for the implementation of the MYP, including managing the process that ensures that all guidelines are met and administering, distributing, completing and returning all relevant documentation pertaining to the IB MYP.
- The academic and pastoral needs of all students in Grades 6 to 10.
- Contact with parents regarding the programme of study in Grades 6 to 10 and individual student progress.

Showing LEADERSHIP by

- providing a role model that sets high personal expectations of subject teaching, professionalism, professional development, and administration;
- providing the teachers of students in Grades 6 to 10 with clear goals that are consistent with and reflect both DIS school-wide development targets and IB MYP requirements;
- supporting and advising teaching staff regarding the administration and pedagogy of the IB MYP and ensuring that all necessary requirements are met by the stipulated deadlines;
- nurturing a culture that promotes the ideals of the IBMYP;
- attending at the school's expense, selected IB Coordinators' Conferences and subsequently report back to the Secondary Principals and other relevant colleagues as necessary.

EXPLAINING and PROMOTING the IB MYP by

- organising, attending and leading information evenings as required to inform existing and prospective parents about the IB MYP;
- reviewing and updating the IB MYP section of the staff and student handbook.

Coordinating the IB MYP CURRICULUM and in doing so

- having regular contact with the IBO;
- ensuring, in cooperation with the Personal Project Coordinator, that the IB MYP Personal Project component is administered correctly and that students have appropriate supervisors;
- planning the IB MYP in co-operation with the Secondary School Principals;
- working with the Heads of Department and subject teachers to ensure that all relevant or required documentation is created/maintained and up to date;
- is responsible for ensuring that Concepts, Global Context and inquiry are addressed throughout the programme;
- ensuring that there is an adequate pastoral programme for students in Grades 6-10;
- maintaining and updating the IB MYP policy;

- works with the school administration to ensure that ordered resources are appropriate for the IB MPYP;
- sets up, hosts, and leads any visits from the IBO or IB Consultants;
- ensure that the school timetable meets the requirements of the IB MYP;
- contributing to the DIS curriculum review process.

Liaising with KEY PERSONNEL to ensure that

- the school administration (normally the Secondary School Principal) is informed and advised regarding all aspects of the IB MYP;
- the MYP action plan is updated annually to show the direction of the programme
- the IB MYP calendar is drawn up in consultation with the Heads of Departments;
- an appropriate programme for Community & Service/Service as Action is organised and is in line with IBO guidelines and that the programme is effectively implemented;
- elementary teachers are adequately informed about the MYP.

Supporting STUDENTS by

- maintaining accurate records of students' academic programmes;
- maintaining accurate records of students' progress, keeping the Secondary Principal, Director, students and parents regularly informed;
- dealing with any discipline issues that may arise in Grades 6-10 and keeping the Secondary Principal informed;
- coordinating the writing of student references for students in Grades 6-10;
- assisting the Secondary Principal with admissions applications and testing and interviewing of potential candidates.

Responsibility for PERSONNEL and in doing so

- organising regular meetings of teachers of Grades 6-10;
- devises (with the cooperation of the Secondary Principal) and coordinates a system for collaborative planning (including the meeting schedule) among classroom teachers and specialists;
- publicising relevant IB MYP conferences and workshops and making recommendations on their suitability for specific members of staff;
- providing (with the support and assistance from the administration) for the induction of new teachers into the IB MYP;
- assisting all secondary teachers (including the librarian) in integrating their curriculum areas with the IB MYP and ensuring that guidelines are met;
- taking part as an appraiser in the DIS appraisal system;

Involvement in WHOLE SCHOOL DEVELOPMENTS and in doing so

- writes, edits, and disseminates an MYP Strategic Plan for the approval of the Secondary Principals, which must also fit into other school planning;
- attend regular Heads of Department meetings;
- attend whole school curriculum meetings;

- attend meetings with the Director, Secondary Principals and IB Diploma Coordinator
- coordinate and chair secondary curriculum meetings with the Diploma Coordinator