

Position Description for PYP Coordinator/Assistant Principal

The PYP Coordinator/Assistant Principal works closely with the Primary Principal in the overall planning and management of the Primary Years Programme. The PYP Coordinator/AP leads all matters relating to the effective and efficient implementation of the curriculum, teacher development and student learning. In the Principal's absence, the PYP Coordinator/AP is the acting Principal.

Specific Responsibilities

1. Administration

- Be familiar with and promote understanding and use of all current PYP documents.
- Ensure that copies of IB publications pertaining to the PYP section of the school are available to all staff members.
- Establish and maintain a record of completed planners.
- Publish the school's PYP Programme of Inquiry.
- Lead the process of developing or reviewing the PYP scope and sequence documents.
- Ensure that Essential agreements are formulated for all areas of the PYP framework. (assessment, Learner Profile, inquiry cycle, POI review etc.)
- Participate in the development and implementation of the school's strategic development plan and annual divisional plans.
- Maintain the archive of PYP Exhibition records from one year to the next.
- Ensure that the document entitled General regulations: Primary Years Programme is supplied to parents.
- Ensure that the document entitled Rules for IB World Schools: Primary Years Programme is shared with relevant staff.
- Develop and update annually a detailed PYP programme guide for parents.

2. Professional development

- Demonstrate/model teach effective instructional practices for all aspects of inquiry-based PYP lessons from PK3-4 to Grade 5.
- Demonstrate/model teach the five essential elements of the PYP (as needed)
- Meet weekly with Year Level Teams and individuals in developing significant, relevant, engaging and challenging units of inquiry and documenting student inquiries and actions on the PYP Planner – predominantly through weekly collaborative planning meetings
- Develop and implement a comprehensive and differentiated induction plan for teachers (as needed)
- Participate as a teacher evaluator to assess the quality of instruction and learning amongst the Primary teaching staff
- Ensure that staff members are made aware of professional development opportunities.
- Make recommendations regarding professional development opportunities on and off campus.
- Keep a record of workshop attendance and school visits to ensure equality of opportunity and identify ongoing needs.

3. Resource management

- Make recommendations, in consultation with the librarian, for the purchase of suitable resources to support the implementation of the programme.
- Ensure the availability of adequate resource material for the program.
- Be responsible for the establishment of an inventory of resources to facilitate efficient management.

4. Communication and collaboration

- Set up systems for communication and collaboration among all staff members involved in implementing the programme.
- Work collaboratively with all members of the teaching teams and be involved in whole school planning.
- Provide advice and support to staff in relation to the PYP
- Play a supporting role in planning and facilitating the PYP Exhibition
- Conduct parent information sessions.
- Circulate all relevant information received from the IB and ensure that teachers and other staff are kept up to date with current developments in the programme.
- Prepare and submit any documentation required for authorization and evaluation.
- Ensure that staff are engaged in an ongoing dialogue about the various aspects of the PYP i.e. student profile, attitudes, skills, content and knowledge
- Ensure that all requirements of the IB concerning the implementation of the program are adhered to.
- Provide a liaison between the school and the IB.
- Provide outreach to the wider PYP community through MyIB discussion forums, email and school visits.
- Promote the use of the MyIB within the school community.
- Recommend exemplary teachers to participate in curriculum development meetings.

5. Teaching and facilitating

- Support implementation of PYP best practices in classrooms through modeling, co-teaching and co-planning of lessons and units.
- Develop a deeply supported and evident inquiry based learning environment within the school community.
- Oversee the organization of student led conferences.
- Share responsibility with the Assistant Principal for handling student behavior issues.
- In the case of no other option, share responsibility with the Principal for substitute teaching in the event of teacher absences.
- Teaching up to 6 periods per week in a support teacher or coaching capacity.

6. Additional responsibilities

- Share responsibility with the Principal for conducting new parents/new student evaluations
- Share proofreading of reports.
- Assist the Principal in the hiring of teaching staff

Key Requirements:

- Bachelor's degree or higher
- Two years of experience in the field of education
- Teaching certification
- Excellent leadership, communication and organizational skills
- High levels of confidentiality and personal integrity
- Strong initiative to meet desired objectives
- Strong interpersonal skills which allow them to relate well with all stakeholders
- Excellent communication skills in English, both in written and oral contexts
- Team player with ability to work well with a diverse group of people
- Committed to meeting deadlines and to communicating effectively
- Flexible approach to the necessary work with a willingness to adapt and take on new areas of responsibility as required
- Prior experience in a Primary leadership role or as a PYP Coordinator
- Experience leading other personnel effectively

Key Reports:

The PYP Coordinator/Assistant Principal reports to the Primary School Principal.

Last updated: January 2020