



Title	IB Middle Years Program Coordinator (IB MYP C)	Category (cf Policy 5.101)	Teacher
Reports to:	Director of Teaching and Learning	Department:	Secondary School
Job Holder		Start date:	1 August 2022

IST Foundational Documents

IST Mission

Challenging, inspiring, and supporting all our students to fulfill their potential and improve the world

IST Vision

IST will be a global leader in the education of internationally mobile young people.

All students, regardless of their starting point, will think critically, achieve academically and develop the wisdom to make good choices. They will show curiosity and creativity in addressing authentic problems, local and global.

They will pursue their varied passions with enthusiasm, developing resilience, perseverance, and confidence. Understanding the diversity of people and cultures, they will act kindly, fairly, and responsibly.

All members of the IST community will work together to fulfill this vision.

Statement of Values

All members of the IST community are:

- (a) Responsible - We act responsibly, positively, and constructively towards ourselves and other people. We learn from our mistakes and accept the consequences of our actions.
- (b) Inquiring - We show curiosity, perseverance, and open-mindedness in seeking to understand and solve problems. We persevere in the face of difficulties and we embrace the learning that comes through failure as well as the joy of success.
- (c) Compassionate - We empathize with others and act with care, kindness, and courage. In our interactions, we behave with patience, generosity, and integrity.
- (d) Balanced - We believe in a broad education for our students, seeing the value of participation in a varied curriculum.
- (e) Diverse - We treasure the diversity within the IST community, using the rich opportunities for a deeper understanding that come from our differences.

IST Strategic Plan

Our Strategic Plan is in place to help our community align efforts to better reach our school's mission, vision, and values. This plan is focused on three aims.

1. Personalized Learning:

- (a) The written, taught and assessed curriculum is designed to meet the needs of all learners.
- (b) Creation and implementation of the technology plan in order to ensure that future developments of media and information technology address the long-term needs of the school.
- (c) Professional learning opportunities are designed to have a positive impact on student learning.



- (d) Ensure IST is recognized globally as an exemplary IB World School.
- (e) Continued development of IST's inclusion programs to support personalized experiences for all learners.

2. **Engaged Community:**

- (a) Build and sustain a diverse, equitable, and inclusive environment for all members of the school community.
- (b) Continued development of partnerships with local and global individuals, organizations, and alumni to enhance student learning.
- (c) Develop and review processes and systems to enhance communication within the IST community

3. **Ensured Sustainability:**

- (a) Continued review and implementation of master site plan - with focus on inclusion and access as well as facilities to support innovative programs.
- (b) Review procedures to retain and recruit employees who are aligned with our strategic plan.
- (c) Improve IST's ability to work more sustainably and align environmental frameworks to improve our educational experiences and operations.
- (d) Enhance processes for creating, auditing, and reviewing IST policy and procedure documents.

Summary of the Role

The Middle Years Programme (MYP) Coordinator is responsible for the management and implementation of a standards-referenced curriculum within the MYP framework. The MYP Coordinator is a crucial link between the school and the IBO. In collaborative planning sessions with grade-level teams, the coordinator takes responsibility for the facilitation, ensuring engaging collaborative discussion, pedagogical program alignment, information dissemination, and that the program is planned, taught, and assessed. The MYP coordinator will understand how to support rigorous academic engagement and the work with a diverse range of students, and be inspired to extend authentic learning and assessment experiences within the context of an innovative secondary school environment.

Preferred Qualifications and Experience

- (a) Experience: 2+ years' IB MYP coordinator
- (b) A Master's Degree preferred with specialization in education, administration, or related fields
- (c) At least five years of relevant IB MYP leadership and/or teaching experience
- (d) Teaching Credentials

Professional Competencies:

- (a) Excellent communication skills in spoken and written form
- (b) Educational leader and outstanding teacher
- (c) Sound decision making, solutions focused, knowledge of child protection and health and safety
- (d) Experience in developing and/or sustaining high performance teams
- (e) Highly effective relationship developer with a variety of stakeholders
- (f) Expert knowledge of IB Standards and Practices, and expert knowledge of the MYP curriculum framework

Personal Attributes:

- (a) Collaborative team player, empathetic listener



- (b) Integrity and confidentiality
- (c) Strategic thinker, able to convert vision into action
- (d) Internationally minded, emotional intelligence
- (e) Intercultural awareness, creative, persuasive
- (f) Flexible and capable of managing growth and instilling high standards
- (g) Adept in multilingual settings, spirited, pioneering, professional and nurturing

Responsibilities

Curriculum Leader

- (a) Support teams and individuals in developing and documenting units of inquiry.
- (b) Liaising with the leaders of learning to ensure a scope and sequence is in place and adhered to for each academic department;
- (c) Mentor individual teachers on essential MYP practices;
- (d) Monitor the implementation of the ATL scope and sequence;
- (e) Lead and Manage Grading and Reporting;
- (f) Assist with analyzing curriculum to determine needed changes;
- (g) Lead the subject area in developing or reviewing the school's curriculum documents and learning outcomes based on the curriculum review cycle;
- (h) Develop authentic interdisciplinary links through grade levels and subject department;
- (i) Organize the systems that supervisors and students need for the successful completion of the personal project, with the support and collaboration of the SS leadership team;
- (j) Provide resources and support to teachers and students;
- (k) Liaise with Community Service/Activities coordinator for service learning opportunities;
- (l) Liaise with PYP and DP Coordinators to ensure overall curriculum continuity across the school and between the programmes; and
- (m) An active member of the Leader of Learning, Secondary School Administrative, and the Academic Support and Leadership Teams.

Professional Learning Provider

- (a) Provide leadership that builds and sustains a healthy MYP culture amongst all faculty;
- (b) Assessing the professional development needs of MYP teachers and coordinating their participation in MYP workshops;
- (c) Manage MYP professional development budget;
- (d) Initiate, arrange, and facilitate professional development for personal project supervisors;
- (e) Follow and assure that IBO personal project publications are available for teachers;
- (f) Organize, facilitate and attend meetings with parents and community stakeholders to inform them of the elements of the MYP programme and personal project requirements and process.

Program Management

- (a) Establish and maintain a record of completed IB Middle Years Program planners.
- (b) Support and advise faculty regarding the administration of the MYP and ensuring that all moderation and final mark requirements are met by the stipulated deadlines;
- (c) Facilitate, organize, and oversee formal procedures in preparing for moderation and monitoring of the personal project;
- (d) Use IBNET/IBIS to complete many of the procedures as described in the Projects Guide;
- (e) Manage MYP action plan to support of programme implementation and evaluation



- (f) Ensure that all requirements of the IB concerning the implementation of the programme are adhered to and that all relevant documents are shared with educators and parents;
- (g) Ensure that staff is kept up to date with current developments in the programme;
- (h) Prepare and submit any documentation required for authorization and evaluation;
- (i) Create and maintain IB Online Curriculum Centre (OCC) accounts for educators;
- (j) Set up systems for communication and collaboration among all educators involved in implementing the programme;
- (k) Regularly updated secondary school handbooks to accurately reflect the programme;
- (l) Promoting the MYP with the IST school community;
- (m) Build professional working relationships with other MYP schools in the region and around the world

Resource Development

- (a) Identify and meet resource needs through the budgetary processes.
- (b) Develop (with librarian) and maintain a professional library for teachers

Perform any other duties as designated by the Director of Teaching and Learning.