

MYP Coordinator Job Description

As a member of the ASB SLT, the MYP Coordinator commits to investing in a high level of professional capital, embodying a human, social and decisional capital.

The MYP Coordinator leads by the school's mission and vision and can translate vision into strategy and practice for all stakeholders with inspiration and energy. The MYP Coordinator commits to excellence for his/her areas of responsibility. He/she ensures that theory is in balance with practice, that data is balanced by professional judgment while fostering continuous professional development for all staff. The MYP Coordinator is a mentor for reflective practice and models openness and trust in the creation of an environment where all members commit to collective responsibility for growth. The MYP Coordinator is capable of offering support and challenge to all individuals in equal balance and in various situations. He/she is an excellent communicator. The MYP Coordinator is consistently visible and approachable, confident yet humble, resolute, and empathetic. He/she is collaborative and result oriented, ensuring continuity while facilitating innovation and change in the ASB community. He/she is embodying the attributes of the Learner Profile.

The MYP Coordinator is responsible for driving a high-performance community.

Organization within the Senior Leadership Team

- reports to the Director
- the MYP teachers report to the MYP Coordinator as a member of the Senior Leadership Team (SLT)

As far as possible, the person holding this position should be teaching at least one class throughout the year in his/her subject area.

Standard 01 Purpose

The MYP Coordinator will:

- Articulate, promote and exemplify a vision for the MYP, consistent with the school's mission statement and the IB mission statement
- Nurture human, social and decisional capital for a school culture in pursuit of the greater good; fostering active, compassionate, life-long learners in a holistic approach
- Encourage consistency across the MYP and in collaboration with the PYP and the DP, fostering an environment of trust
- Promote the attributes of the IB Learner Profile and international mindedness



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Standard 02 Environment – Providing essential structures, systems, and resources**0201 Leadership and Governance****The MYP Coordinator will:**

- Act as a liaison between the School and the IB, ensuring implementation and development of the programme is in place
- Break down IB rules and regulations, requirements and guidelines, into practices and ensure compliance within the team
- Participate in ongoing PD – both IB and other
- Keep up to date with relevant pedagogical research and thinking related to middle school education in order to provide appropriate pedagogical leadership to others
- Prepare and present reports concerning the development of the MYP to the Director
- Ensures that all IB requirements for the MYP are met
- Collaborate on the compiling and updating of the ASB calendar of events and the ManageBac calendar.
- Create and sustain systems for effective document storage.
- Analyze data for operation, sustainability, and improvement of the program
- Develop structures that support staff professional learning, including reflection on development as middle school educators, also addressing programme specific requirements like Approaches To Learning, Personal Project Service as Action, etc.
- Conduct parent information sessions regarding philosophy and school implementation of the IB MYP, the transition from PYP to MYP and from MYP to DP.
- Budget for, order and track resource use and needs for the MYP
- Register PP moderation and BQCs with the IB and follow up on the processes.
- Act in compliance with rules and regulations concerning data protection

0202 Student Support**The MYP Coordinator will:**

- Facilitate communication between teachers, parents, and students
- Facilitate the integration of new students into their respective classes
- Facilitate the use of educational and human resources available in Spain and within our school community
- Advice students and parents on social, emotional, physical, academic, and disciplinary concerns, in collaboration with the homeroom teacher and the SEN Department
- Organize transition programs for students moving between programs
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- Ensure that the correct paperwork and documentation is completed for student incidences of bullying and other student issues covered by the Basque government.
- Coordinate fall and spring conferences between students, parents, and teachers.
- Assist the Director in the selection of new staff members, ensuring that they are qualified for the position they will teach.
- Collaborate with the Director, Librarian, PYP, and DP Coordinators, and relevant teachers to ensure that resources are inventoried and accounted for or renewed regularly and that they are made available to the teachers and students as needed
- Develop, maintain and report records of student progress in collaboration with contact teachers and subject teachers.
- Build relationships with the wider community, also using technologies that facilitate effective communication at local, national and global levels, always promoting a good reputation of the school in these communities
- Promote open communication based on understanding and respect
- Analyze our learning spaces to ensure that they are adequate, safe, effective and promote student collaboration and agency
- Identify needs of all students in collaboration with teachers and the SEN Department to facilitate appropriate learning support accordingly
- Cover teacher absences if needed

0203 Teacher Support

The MYP Coordinator will:

- Ensure that teachers have access to and adhere to current IB publications and that learning and teaching reflect the current aims, objectives, and implementation requirements of the program
- Facilitate teacher participation in the wider MYP community in Spain and within the IBAEM region
- Provide for the ongoing professional development of teachers through, for example, external workshops, professional reading, induction, classroom observations, and subsequent feedback and support; including meeting IB PD requirements
- Maintain a record of staff IB MYP PD and school visits.
- Support teachers in developing appropriate differentiation strategies for their students.
- Facilitate collaborative planning and reflection and ensure that the collaborative meetings cover a range of topics: planning, assessing, and reflecting on the curriculum and student learning.
- Facilitate time for MYP teachers to present their learning from IBPD and other PD opportunities.



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Standard 03 – Culture – Creating positive school cultures

The MYP Coordinator will:

- Ensure that the MYP is accessible for all primary aged students
- Ensure that policies and procedures are reviewed and updated on a regular basis, meeting all IB and Spanish or Basque legal requirements
- Ensure that the legal requirements for inclusion and differentiation are met in MYP classrooms
- Inform all stakeholders of their rights and responsibilities regarding inclusion, academic integrity, multilingualism, and assessment
- Promote academic integrity through information and curriculum
- Promote the use and development of all the languages represented in our school, and support teachers in building effective strategies for teaching multilingual students
- Promote the understanding and value of assessment for continuous learning and growth

Standard 04 – Learning – Ensuring effective education

0401 Coherent curriculum

The MYP Coordinator will:

- Lead an inclusive process of developing and reviewing the MYP curriculum, engaging the whole school community in the on-going development of the MYP
- Establish an MYP curriculum strategic development plan with SLT
- Assist and facilitate teams and individuals in developing their understanding of the MYP through the planning process and implementation of the curriculum
- Assist teams and individuals in developing a coherent written, taught and assessed curriculum in accordance with all program documentation
- Facilitate student action and agency through the curriculum
- Assist team members in documenting and archiving curriculum materials on ManageBac and Google Drive
- Maintain updated curriculum documents that are easy to access – ensure that ManageBac and Google Drive are updated for all teachers, share curriculum with the school community
- Develop and maintain the MYP parent curriculum guide and staff curriculum handbooks
- Assist teachers in developing a curriculum that enables students to make connections across their learning
- Ensure that regular, collaborative meetings cover a range of topics: interdisciplinary understanding, planning, assessing, and reflecting on the curriculum and student learning
- Ensure that MYP teachers follow the MYP review cycle



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0402 Students as lifelong learners

The MYP Coordinator will:

- Promote the active development of thinking, research, communicating, social, and self-management skills throughout the MYP
- Promote the understanding of the IB Learner profiles and their connection with international mindedness
- Assist students in identifying and developing healthy relationships with shared responsibility and effective collaboration
- Promote and support student action and service, including the students' ability to make informed, reasoned and ethical judgments
- Facilitate student ownership of learning through goal setting and personal inquiries, as well as facilitating student exercise of flexibility, perseverance, and confidence
- Facilitate student development of personal and cultural development through the MYP subject curriculum and monthly assembly programs.

0403 Approaches to teaching

The MYP Coordinator will:

- Observe teaching and learning across the school
- Provide feedback to teachers and agree on appropriate support in order to improve teaching and learning; facilitate agreed support and provide follow-up.
- Promote the following through a range of approaches to include classroom observations with feedback, reflection, teaching model lessons and team teaching
 - inquiry-based learning as the leading pedagogy across the program
 - interactive and explorative learning opportunities
 - critical-thinking and problem-solving teaching and learning strategies,
 - differentiated teaching and learning strategies that accommodate a variety of learning styles, as well as removing barriers to learning
 - student voice and student choice
 - focused on building transferrable conceptual understanding
 - the use of a range of resources, including information technologies
 - teaching and learning that addresses the essential elements of the curriculum as well as the development of the IB learner profile attributes
- Foster stimulating, holistic learning environments built on understanding and respect, creating a positive and dynamic learning community



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0404 Approaches to assessment

The MYP Coordinator will:

- Ensure the use of a range of strategies and tools to assess student learning, both formatively and summatively
- Facilitate the development of assessment tasks and recording tools, including those used in the Personal Project.
- Coordinate fall and spring conferences between students, parents, and teachers
- Ensure that written reports adhering to IB requirements are completed each semester
- Develop and strengthen links between the monitoring, measuring, documenting and reporting of learning.
- Support the use of assessment results to inform further planning, curriculum development, and teaching and learning, and oversee the process of designing assessment of student learning based on collected data
- Ensure that the MYP assessment policies and procedures are updated, published and shared
- Ensure that MYP assessment is administered consistently, fairly, inclusively and transparently
- Ensure that learning outcomes are clearly stated and that all MYP teachers have a shared understanding of the meaning and use of criteria
- Ensure standardization of assessment across the program
- Provide support for the Personal Project through in-house training, IBMYP PD, training mentors, and run parent and student information meetings.

Preferred qualifications and skills for this role:

- MA in Education or similar, with possible additional education in administrative subject areas
- BA or BS with at least 5 years of classroom instruction in any of the IBO Programmes
- Extensive IBMYP knowledge – previous experience as MYP Coordinator or IBEN, if not an internal promotion
- Teaching experience from a variety of grade levels across the MYP spectrum
- Fluency in English and Spanish written and oral
- Strong leadership, collaborative, communicative and organizational skills
- Strong relational skills and the ability to stimulate other's PD and growth



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