



Academy of International School Heads

Sample Job Description

IB Middle Years Programme Coordinator

Job Description

The MYP Coordinator reports directly to the Secondary Principal. Specific responsibilities include:

Diploma administration

- Carry out the necessary tasks outlined in the IBO's list of coordinator's responsibilities, including payment of invoices, monitoring of assessment deadlines, and dispatch of necessary documentation.
- Ensure that the school and its students comply with all applicable IBO regulations.
- Make copies of relevant IBO MYP publications available to all staff.
- Counsel students on appropriate option selection.
- Support teachers and students in the delivery of the MYP.
- Coordinate the work of the Aol Coordinators.

Curriculum

- Participate fully in the development of the school's educational strategy, particularly as it affects the programme for grades 6 - 10.
- Participate on the Curriculum Committee, and the Board's Education Committee.

Professional development

- Ensure that staff are made aware of IB workshop & conference opportunities.
- Identify professional development needs and opportunities on and off campus.
- Keep a record of workshop attendance and school visits.
- Lead the orientation of new teachers into the MYPP and ICSZ.

Resource management

- Assist the Principal in identifying resource needs.
- Establish an inventory of resources to facilitate efficient management.

Communication

- Ensure effective communication and collaboration among all staff members.
- Conduct parent information sessions.
- Publish articles pertaining to the MYP in the school newsletter.
- Prepare and circulate an annual analysis and feedback of MYP assessment results.
- Circulate all relevant information received from the IBO.
- Prepare and submit documentation required for authorization and evaluation.
- Ensure that all requirements of the IBO concerning the programme are met.
- Act as the liaison between the school and the IBO.
- Provide outreach to the wider IBMYP community through OCC discussion forums, e-mail and school visits.
- Establish/maintain links with other IB MYP schools in the region.

Reviewed October 06