

JOB PROFILE

POSITION: PYP Coordinator

REPORTS TO: Elementary School Principal

Responsibilities and Duties:

Pedagogical Leadership:

- Oversee the development, implementation, and evaluation of the IB PYP program in collaboration with the elementary school principal and the Office of Teaching, Learning, and Innovation
- Support the collaborative development and documentation of the written curriculum ensuring it meets both Daystar and IB PYP requirements, including a standards-aligned, bilingual, and transdisciplinary program of inquiry; unit planners; and lesson plans
- Ensure that teaching and learning meet both Daystar and PYP requirements, reflecting best-instructional practices such as differentiation, inquiry, collaboration, and developing student agency
- Ensure that classroom assessment practices meet both Daystar and IB PYP requirements, including the use of frequent and growth-oriented formative assessment and feedback and evidence of student learning to improve practice
- Ensure that standardized assessment data (e.g., MAP, Level Chinese) are provided to and used by PYP teachers in the continuous improvement of their practice
- Support the development, implementation, and evaluation of IB PYP essential elements and the exhibition

School Improvement and Program Administration:

- Apply knowledge of effective professional learning, including best practices in professional development and andragogy, to support teachers' professional growth in the PYP and instructional best practices
- Support campus accreditation and IB evaluation processes and documentation
- Engage students and families in developing a deep understanding of the PYP program
- Support policy development and review ensuring IB PYP requirements are met in policy and practice
- Ensure that program requirements and deadlines are met

Communication

- Communicate with the IB, when appropriate, on school matters pertaining to the IB PYP
- Ensure staff are informed on school and IB policy and procedures relating to the IB PYP
- Disseminate information pertaining to the IB PYP to staff, students, and parents
- Assist with and support the organization of parent and student events that communicate information about the PYP and celebrate achievement within it

Other

- Assist with other duties as assigned by the Elementary Principal

Qualifications:

- Bachelor's degree from an accredited college or university (required); Master's degree in an education-related field (preferred)
- Teacher's certification (required)
- Fluent English speaker (required)

Experience:

- Five or more years of successful elementary teaching experience (required)
- IB PYP teaching experience (required)
- Two or more years serving in international schools (preferred)
- Instructional leadership experience (preferred)
- Familiarity with a standards-based curriculum integrated in the PYP framework (preferred)