

## JOB PROFILE

**POSITION:** MYP Coordinator

**REPORTS TO:** Secondary School Principal

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### **Responsibilities and Duties:**

#### *Pedagogical Leadership:*

- Oversee the development, implementation, and evaluation of the IB MYP program with the secondary 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 MYP requirements, including articulated standards-alignment, concept-based and relevance-driven contextualization, and integrated ATL skill development
- Ensure that teaching and learning meet both Daystar and MYP requirements, reflecting best-instructional practices such as differentiation, inquiry, collaboration, and developing student agency
- Ensure that classroom assessment practices meet both Daystar and IB MYP 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., personal project feedback and reports) are provided to and used by MYP teachers in the continuous improvement of their practice
- Support the development and implementation of IB MYP core components, including community and personal projects, service as action, and approaches to learning skill continuums

#### *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 MYP and best practices
- Support campus accreditation and IB evaluation processes and documentation
- Engage students and families in developing a deep understanding of the MYP program
- Support policy development and review ensuring IB MYP requirements are met in policy and practice
- Ensure that program requirements and deadlines are met

#### *Communication*

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

#### *Other*

- Assist with other duties as assigned by the Secondary 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 secondary teaching experience (required)
- IB MYP 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 MYP framework (preferred)