

Job Title: Middle Years Programme (MYP) Coordinator /Teaching and Learning Mentor

Reports to: Campus Principal

Desired Qualifications and Experiences

- Minimum of a Bachelor's Degree and Teaching Certification (from an accredited college or university)
- A minimum of 3 years successful teaching experience within the IB MYP preferred
- Experience with various coaching models/strategies to support teachers in a MYP environment
- Strong organizational ability and initiative
- Experience with curriculum development and documentation within the IB MYP
- Knowledge of the commonalities of each of the IB programmes
- Excellent interpersonal skills and strong communication skills
- MYP examination or MYP workshop leader experience will be viewed favorably
- Demonstrates a commitment to fostering positive social and emotional wellness in both personal and professional interactions.

Job Description: The MYP Coordinator/Teaching and Learning Mentor reports to the campus Principal and serves as a key link between the school and the International Baccalaureate Organization. This role requires a comprehensive understanding of all aspects of the Middle Years Programme, with a commitment to actively promote and uphold its core principles. Additionally, the MYP Coordinator/Teaching and Learning Mentor is responsible for providing positive leadership that fosters a healthy MYP culture among faculty and is a member of the academic leadership team.

Responsibilities Include:

Documentation

- Be familiar with and promote understanding and use of all MYP documents.
- Ensure that all IB publications are available to staff members.
- Establish and maintain records of completed IB MYP planners.
- Support and follow up on the Student Portfolio expectations as documented in the handbook.
- Maintain an archive of MYP records from year to year, including the Personal Project exhibition.
- Lead the annual Programme of Inquiry (POI) review, aligned with school-adopted standards, including publishing the school's POI.
- Maintain reporting expectations and deadlines for staff (including proofreading reports).
- Create reporting templates on Toddle for each quarter and semester.
- Maintain MYP displays in multiple languages across the campus.

Professional Development

- Provide leadership that fosters and sustains a healthy MYP culture among faculty.
- Lead and participate in curriculum review and development for each academic department.
- Plan the MYP in cooperation with the Principal and academic leadership team, including strategic and action planning, resource allocation, and establishing priorities to ensure continuous programme improvement.
- Work collaboratively with administration to implement and follow a prescribed meeting schedule and agenda structure.
- Lead the IB MYP five-year self-study process when required.
- Ensure that staff members are informed about professional development opportunities.
- Keep a record of all workshops offered and attended.
- Prepare and present workshops for teachers in areas of need during Monday staff meetings and PD days.
- Assist teams in developing and documenting units of inquiry and individual student inquiries.
- Support teachers responsible for Personal Project mentoring.

- Facilitate staff membership to MyIB.

Resource Management

- Facilitate and approve materials ordered to support various units of inquiry.
- Play an active role in planning field trips and CWW experiences that align with curriculum requirements.

Communication

- Oversee the implementation and delivery of the MYP.
- Inform and advise school leadership and, where necessary, the school community regarding all aspects of the Middle Years Programme.
- Collaborate with the PYP and DP Coordinators to ensure overall curriculum continuity across programmes.
- Write a weekly newsletter to MYP staff to keep them updated on MYP developments.
- Facilitate weekly meetings with homeroom and specialist teachers.
- Contribute to classrooms during each unit.
- Conduct parent information sessions.
- Contribute to the Monthly Learner Profile Assembly.
- Prepare and submit necessary documentation required by the IB for evaluation.
- Liaise with local schools and the wider IB community.
- Play an active role in the MYP Personal Project Exhibition, including scheduling, preparation and planning, resource management, field trips, CWW, and mentor training.
- Induct new faculty, students, and parents into the MYP.

Curriculum Management

- Teach the Personal Project Class for Grade 10 and serve as the supervisor.
- Liaise with staff to ensure a scope and sequence is in place and followed by each academic department.
- Ensure the consistency and development of unit planners in each academic department.
- Work with teachers to ensure MYP planners are up to date on Toddle.
- Ensure a scope and sequence is in place and followed for ATL (Approaches to Learning) across grade levels.
- Ensure an overall scope and sequence is in place for the global contexts across subject areas.
- Support and advise teaching staff on administering the MYP, ensuring that all moderation and final mark requirements are met by stipulated deadlines.
- Develop interdisciplinary links across grade levels and subject departments.

Other Responsibilities

- Be involved in the pastoral care support system, which may include attending ALT and student support meetings, team meetings, and being a homeroom teacher.

Professional Standards and Proficiencies:

In evaluating the performance of the MYP coordinator, the Principal will measure success by how well the staff member performs the job responsibilities and fulfills the following competencies.

- Job Knowledge/Potential - Possesses the competence, knowledge and experience to perform the job effectively and efficiently. Applies technical and procedural knowledge to get the job done. Continuously expands job knowledge and keeps abreast of new developments and displays innovation.

- Interpersonal Relations/Skills - Is cooperative, considerate and tactful in dealing with students, parents, staff, co-workers and the public. Gains confidence and trust of others and exhibits appropriate sensitivity to others. Works effectively with others on a team.
- Reliability and Commitment- Consistently meets deadlines and is able to juggle competing priorities without sacrificing quality/accuracy. Demonstrates commitment to the school's mission and can be trusted to follow through on commitments.
- Communication - Clearly and convincingly expresses thoughts, ideas or facts orally and in writing. Responds appropriately to both written and oral directives and ensures clear, timely communications to others. Builds effective formal and informal communication channels.
- Judgment & Accountability - Uses good judgment and follows up as needed. Anticipates and identifies problems and helps to bring about resolutions. Is open to or offers different solutions and determines what to handle independently and what to refer to Administration. Is accountable and takes responsibility for own decisions and actions.
- Customer Service - Provides quality service to students, parents and staff and seeks feedback from internal and external sources. Anticipates needs and continuously searches for ways to increase satisfaction.
- Management/Supervision - Visualizes, creates, communicates and sustains a positive environment. Delegates appropriately and promotes teamwork and cooperation. Effectively motivates, coaches, develops staff.