

IB PYP Programme Coordinator Role

Organization

- In collaboration with the Head of School, maintain the integrity of the school's development and revision of the Programme of Inquiry
- Participate in the planning and collaboration of the Pedagogical Leadership Team
- In collaboration with the Head of School and the Pedagogical Leadership Team, develop systems for communication with the community
- In collaboration with the Head of School and the Pedagogical Leadership Team develop professional development opportunities for staff
- In collaboration with the Head of School and Digital Teacher Librarian organize and manage curricula documentation in a manner that is user friendly and easily accessible to the staff and the community

Planning

- Plan collaboratively with grade level teams PreK-5 as well as single subject teachers and other support staff utilizing IB standards and practices, state standards and district curriculum
- Understand and use the PYP planning template
- In collaboration with the Head of School, provide opportunities for vertical conversations and planning opportunities with all staff members
- Assist teachers in seeing transdisciplinary connections across the day
- Assist teachers in differentiating and providing developmentally appropriate instruction for the diverse needs of our students

Teaching

- Classroom Supporter through mentoring, modeling, co-teaching and observing teachers as well as being a thinking partner to teachers
- Implementing teacher guided as well as student driven inquiry
- Learning side-by-side with teachers about current IB and educational best practices and putting them into practice
- Participating in coaching cycles

Assessing

- Assist teachers in using and analyzing data from a range of pre-assessments, formative assessments and summative assessments to drive instruction
- In collaboration with the Head of School support teachers in developing assessment practices and a system for record keeping
- In collaboration with the Head of School and the Technology Committee, assist teachers and students with selecting work samples and maintaining portfolios
- In collaboration with the Head of School and the staff, develop a system for student led conferences

Programme Administration

- In collaboration with the Head of School and the Pedagogical Leadership Team, develop and support teachers in implementing the practices outlined in our Special Education, Language and Assessment Policies
- Stay current with updated IB documents for example, the Enhanced PYP
- In collaboration with the Head of School, prepare and submit documentation required for authorization and evaluation
- In collaboration with the Head of School, the 5th grade team and other staff, collaborate on the implementation of the 5th grade Exhibition
- Attend and turnkey professional development

