

Thomas A. Edison High School is in search of a full-time IB Middle Years Program (MYP) Coordinator for the 2016-2017 school year. Responsibilities include: delivering MYP professional development, providing collaborative planning support, monitoring program implementation, and participating in outreach to parents and the Edison community. The coordinator will also assist with a school-wide literacy initiative.

Interested candidates should send resumes directly to [Tim Boyd–tboyd@fcps.edu](mailto:tboyd@fcps.edu) for review.

A3 The role of the MYP coordinator

The MYP, by its very nature and driving principles, requires whole-school discussions of basic pedagogical issues and concerted efforts in the development of interdisciplinary activities and projects within and across traditional departments (horizontal articulation) and grade levels/years (vertical articulation).

All IB World Schools offering the MYP must appoint a coordinator, who is normally recruited from the MYP teaching staff. The coordinator should have proven teaching ability and be able to act as a pedagogical leader of the MYP in the school.

Together with the senior management of the school, the MYP coordinator is involved in the whole-school implementation of the MYP and, therefore, has a central function in the organization of the programme. The MYP coordinator maintains contact with area leaders, subject departments and teachers, and with the IB. All IB correspondence regarding the MYP is addressed to this coordinator.

The specific responsibilities of the MYP coordinator will vary depending on the number of students and teachers, the type of school and its management structure. However, the MYP coordinator must have a job description, release time, support and resources to carry out the responsibilities of the position and must be part of the school pedagogical leadership team.

In particular, MYP coordinators **must**:

- keep up to date with and **inform** all staff of developments and new publications
- set up systems for communication with the entire professional staff to ensure cooperation in implementing the programme in the school
- be able to communicate with the IB offices in English, French or Spanish
- circulate to teachers and students **all** relevant information received from the IB
- ensure that all regulations set by the IB concerning the programme and all procedures are adhered to properly, and that all deadlines are met
- oversee the implementation of the published subject-specific assessment criteria
- ensure that the concepts of international awareness and international-mindedness permeate all subject groups
- provide teachers and students with guidance concerning the personal project
- maintain accurate school information via the IB information system (IBIS)
- ensure that the document entitled *General regulations: Middle Years Programme* (March 2011) is distributed to parents.

And here is more:

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Successful implementation of the programme can include the creation of an **MYP educational team**, or **steering committee**, to assist the MYP coordinator and ensure involvement of the school leadership. At times, the MYP educational team may include parents and students. The MYP educational team's function can be to consider implementation and development issues, such as:

- creating and reviewing the school's action plan
- allocating resources and establishing priorities
- allocating meeting time for planning, timetabling or scheduling
- orienting and training new teachers
- assessing professional development needs
- providing individual teacher support
- reviewing the curriculum and curriculum documentation and development in the school
- planning for the personal project (or the community project), including the allocation of supervisors
- preparing for regular programme evaluation.

The MYP coordinator is responsible for monitoring the effective implementation of key and related concepts and global contexts in the curriculum. In turn, this monitoring allows the collective discussion of, and adjustments to, the ways in which the school uses and implements this essential dimension of the MYP.

MYP coordinators and individual teachers within the school can use a number of tools to help them monitor implementation of the MYP curriculum framework.

- Evidence of reflection in student work, process journals, portfolios and self-assessment documents
- Evaluation of action projects and service learning results
- Staff reflection on MYP units and unit planning
- Review of subject-group overviews