International Baccalaureate Middle Years Coordinator

The IBMYP Coordinator is responsible for all aspects of implementing and maintaining the IBMYP program. These duties include but are not limited to the following:

- Establish systems for communication and support with the entire professional staff in implementing the program in the middle school.
- Communicate with the International Baccalaureate offices.
- Circulate all relevant information from the IBO.
- Oversee the implementation of the Areas of Interaction, community service, personal projects, assessment and portfolios according to IBO guidelines.
- Ensure that the concept of internationalism is imbedded in all classroom instruction and evident in the school environment.
- Plan, coordinate and deliver staff development to middle school teachers and staff.
- Schedule coordinator and teachers to attend IBO national workshops as needed, yearly.
- Schedule and facilitate meetings with the IBMYP teacher’s cadre to assess program needs.
- Attend county and regional IBMYP meetings of coordinators.