

International Baccalaureate Middle Years Program Coordinator Job Description

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.