

Coordinator's Role in an MYP School

There are a number of key roles in any school offering the MYP successfully. It is critical to the success of any school programme that the school develops and documents ways of monitoring and evaluating its organizational structure and key roles.

The MYP coordinator

MYP coordinators play a key role in the development of the MYP. The IB requires the appointment of an MYP coordinator for each school or school partnership implementing the programme.

MYP coordinators must be proficient in one of the working languages of the IB (English, French or Spanish).

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.

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