



International Baccalaureate PYP Coordinator

QUALIFICATIONS:

- Master's Degree
- Certified Teacher
- 5 years of successful teaching experience

JOB DESCRIPTION

IB Coordinator Duties and Responsibilities:

- Provide school level professional development in instructional delivery and IB practices (through Collaborative Learning Cycles, modeling, non-evaluative observations and feedback, etc.) to teachers.
- Provide Professional Development for staff and the school community around IB.
- Distribute information, communications and materials from the IBO and other relevant information to teachers and administrators as appropriate.
- Plan and organize school level and external IB-approved training for teachers and administrators.
- Assist the administration in scheduling and leading collaborative meetings for grade level and other team configuration.
- Conduct Unit Planning and Reflection with teachers every 6 & 7 weeks
- Maintain communication with and participation in the sub-regional group, IB Mid-Atlantic.
- Conduct classroom visits to ensure balanced mentoring support for teachers
- Ensure that all regulations set by the IBO concerning program and procedures are carried out properly.
- Ensure that all deadlines are met.
- Provide guidance and support to staff to implement the PYP to meet the needs of students.
- Train and support teachers to use the ManageBac Program to manage the IB Program
- Maintain the School POI including yearly revisions, and completion of the PYP unit planners.
- Ensure that sufficient resources are organized and managed within the school and identified within the local community for the implementation of the PYP, including students undertaking both collaborative and independent inquiry.
- Collaborate and Organize the culminating Fifth Grade Exhibition Project.
- Implement the Learner Profile Attributes throughout the school community.
- Provide support using a diverse set of assessment strategies.
- Use data to help teachers generate targeted outcomes.

Personal Qualities of Top Candidates

- **Commitment to Equity:** Passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education.
- **Leadership:** Coaches, mentors, and challenges others to excel despite obstacles and challenging situations.
- **Focus on Data-Driven Results:** Relentlessly pursues the improvement of central office performance and school leadership, instruction, and operations, and is driven by a desire to produce quantifiable student achievement gains.
- **Innovative Problem-Solving:** Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.
- **Adaptability:** Excels in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and non-routine situations.
- **Teamwork:** Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others.
- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed workplans, and balancing of multiple priorities.
- **Communication and Customer Service Skills:** Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to the needs of others in a high-quality and courteous manner.

If you are interested in applying for this position, please send your resume to Sandra.hart@dc.gov or call S. Hart at 202-576-6140.