

WASHINGTON INTERNATIONAL SCHOOL
1690 36th St. NW, Washington, DC 20007
www.wis.edu

Position Description for Opening in August 2017

Position Title: Primary School Director of Teaching and Learning and PYP Coordinator

Division: Primary School

Reports to: Principal

FLSA Status: Exempt, salaried

Schedule: Full-time, 12 months

Summary of responsibilities

Reporting to the Primary School Principal, the Primary School Director of Teaching and Learning (DOTL) and Primary Years Programme (PYP) Coordinator will work with the faculty in developing and articulating a uniform, detailed preschool through grade 5 curriculum, including vertical and horizontal linkages of curriculum and a commitment to effective pedagogy and student assessment. He or she will work individually with all teachers to support their practices and professional growth and will formally assess their effectiveness and progress.

Major functions and responsibilities

The DOTL/PYP Coordinator will:

1. Champion the School's mission, core values, and core beliefs while ensuring their alignment with teaching practices.
2. Lead the ongoing development of the Primary Years Programme, including the School's Programme of Inquiry and PYP Exhibition.
3. Foster a "culture of thinking" among teachers and students, consistent with the School's involvement with Project Zero.
4. Engage teachers in formative conversations about effective instruction, observe them regularly in their classrooms, serve as a resource for their professional development, and formally assess their progress.
5. Provide in-house professional development, and promote relevant professional development to faculty in line with school goals.
6. Oversee the curriculum for preschool through grade 5 to ensure the excellence of all academic programs, suggesting recommendations for improvement to the Principals and supporting new and innovative programs.
7. Ensure that teachers maintain and update the School's curriculum mapping and its articulation to the public (i.e., online curriculum on WIS website).
8. Assist teachers in matching the School's curriculum objectives to their formative and summative assessment of students.
9. Assure uniformity in assessment, parent reporting, and academic standards.
10. Support teachers in assigning effective and appropriate homework.

11. In collaboration with Information Services personnel, assist teachers with identifying and utilizing appropriate educational technology and resources.
12. Remain knowledgeable about external standards and expectations, in particular those of the International Baccalaureate. Work closely with the Middle/Upper School Director of Teaching and Learning to align curricular objectives and standards.
13. When required, clearly articulate the goals and objectives of the educational program to all pertinent constituencies through parent presentations and written communications.
14. Network with his or her counterparts at other schools, with a particular focus on dual language and PYP schools.
15. Facilitate the self-study process for reauthorization with the Primary Years Programme.
16. Attend conferences and professional meetings in order to remain current with relevant trends.
17. Prepare an annual report on the state of teaching and learning, including all changes to the curriculum.
18. Participate in school administrative meetings.
19. Manage the School's relationship with external organizations, such as George Washington University, in conjunction with Middle/Upper School Director of Teaching and Learning.
20. Coordinate visits and/or internships for external parties interested in exploring the School's practice and pedagogy.
21. Perform other duties as may be prescribed by the Head of School or Associate Head of School.

Requirements:

- BA in Education with preference for Master's Degree in Education
- Experience as PYP Coordinator preferred
- A minimum of five years successful teaching experience in a PYP school
- Experience with dual language learning and/or Project Zero practices
- Leadership experience in curriculum and staff development

Knowledge and Skills:

- Leadership skills, with a focus on facilitating collaborative planning
- Strong organizational skills
- Communication skills including writing, speaking, and presenting
- Understanding of organizational change and school improvement processes
- Knowledge of and/or experience with facilitating curriculum development
- Knowledge of and/or experience with designing and implementing student assessment and reporting systems
- Knowledge of and/or experience with providing professional development in research-based best practices of teaching and learning
- French or Spanish fluency is a plus

Candidates should send a cover letter with salary expectations, resume and list of three professional references to Melody Meade, Primary School Principal: HRPrimary@wis.edu.