

IB Middle Years Programme Coordinator

Job Description

The role of the International Baccalaureate (IB) Middle Years (MYP) Coordinator is crucial for the development of the program as well as for its implementation and monitoring. It is vital that the coordinator ensures that the LPCS community embraces the mission statement, the community profile, and also promotes the spirit of international-mindedness within the La Paz educational community.

This position reports directly to the general management and is part of the pedagogical leadership team of the institution. LPCS has allocated sufficient time, resources, and administrative support to meet the requirements of the position at both campuses.

The MYP Coordinator must work in a collaborative environment, as he/she has constant contact with the academic leadership of both campuses, DP teachers, administrative staff, students, and parents. The MYP Coordinator will receive all necessary training and support as indicated by the IB organization.

In addition to fulfilling the responsibilities of the role, it is important for the program coordinator to have:

- an administrative role in the overall program
- authority to plan and manage the necessary change processes to develop the program alongside other leaders
- spaces to provide information, guidance, and administrative support for candidates, colleagues, and other stakeholders
- management of all activities related to the Middle Years Programme

- spaces to communicate information related to changes in the curriculum, assessment, subjects, and/or teachers, among others.

Qualifications

- Diploma in the field of education, preferably a master's degree
- Bilingual in English and Spanish
- Familiarity with the programs and requirements of the Ministry of Public Education (MEP) of Costa Rica and the International Baccalaureate Organization (IBO)
- Participation in the International Baccalaureate Educator Network (IBEN) and contribution of insights.

Skills

- Collaboration
- Open-mindedness for personal and professional growth
- Organization
- Adaptability
- Good communication
- Enjoyment of working with secondary level students

Job Responsibilities

The coordinator of both campuses at La Paz Community School must

- Ensure that teachers, legal guardians and students understand the curriculum and assessment requirements of the MYP, and what subjects will be offered by the school.
- Provide teachers with up-to-date information about changes to courses of study, assessment requirements and administration.
- Assist teachers in gaining assessment-focused professional development.

- Ensure that teachers have access to relevant sections of *Middle Years Programme Assessment procedures*.
- Ensure that all MYP year 5 students are registered for assessment in the personal project and additional eAssessment subjects, as required.
- Publish an internal calendar of all due dates for the submission of students' assessment material and other material or information required by the IB. Please note, the dates from *Middle Years Programme Assessment procedures* are downloadable into your digital calendar via the IB information system (IBIS).
- Submit advance-notice registration requirements for the personal project special language request in accordance with the deadlines given in *Middle Years Programme Assessment procedures*.
- Submit requests for inclusive access arrangements for students with access requirements at least one year in advance of the on-screen examinations.
- Register students for an examination session in accordance with the deadline given in *Middle Years Programme Assessment procedures*.
- Upload students' ePortfolios for moderation in accordance with the deadline given in *Middle Years Programme Assessment procedures*. Ensure that the guidelines in the *ePortfolio user guide* and *The responsibilities of IB World Schools for uploaded and submitted student work* are adhered to.
- Provide students with personal examination schedules and contact the IB by the appropriate deadline where any scheduling conflict may exist.
- Conduct the on-screen examinations in May/November in compliance with instructions given in *Middle Years Programme Assessment procedures*.
- Ensure students and invigilators are provided with relevant information about examination regulations.
- Ensure that IT requirements are met for conducting MYP on-screen examinations by using the publication *MYP on-screen examinations: IT requirements and school responsibilities* and run the compatibility checker to test your IT system (available on the Programme Resource Centre).

- Ensure that students have completed the familiarization package before sitting the on-screen examinations.
- Ensure that teachers provide feedback on the ePortfolio and on-screen examinations via the teacher feedback forms (see “C6.4” and “C7.1.6”).
- Be available (or ensure another staff/faculty member is available) up until the close of session (15 October/15 April) to answer questions, provide additional samples, request any enquiries upon results or submit registrations for retake students, as applicable.
- Ensure that the programme of service as action is properly coordinated and implemented in accordance with current IB requirements.
- Ensure that service as action and the personal project are administered in accordance with the requirements in the current guides, and that students and supervisors are fully aware of these requirements.
- Ensure that the school has a means of support for IB students for whom the language of instruction is not their first or best language.