

Job Description:

MYP Coordinator (0.5 FTE) and Instructional Support Specialist (0.5 FTE)

Title: MYP Coordinator/Instructional Support Specialist

Responsible to: Head of Schools

Liaison with: PYP Coordinator

Forge Leadership Team

Responsibilities:

The MYP Coordinator at Forge International School is a key leadership position and is responsible with and to the administration for the coordination and development of the IB Middle Years Program in grades 6-10. Together with the administration, the IB coordinator is involved in the whole school implementation of the IB and is the direct point of contact with the IBO with respect to the MYP.

The Instructional Support Specialist at Forge International School is a key leadership position and is responsible with and to the administration for the coordination, development, and implementation of effective classroom instruction and interventions at the Tier 1, Tier 2, and Tier 3 levels. This is accomplished by participating in continuous school improvement efforts, assisting teachers in the development of appropriate formative and summative assessments, analyzing data based on the assessments, observing in classrooms and providing feedback, coaching, and professional development, and planning instruction/interventions using data.

Specific responsibilities are to cooperate with the Directors, other IB Coordinators, Teachers and Liaisons in the following areas:

CURRICULUM

- i. Assume responsibility for the implementation and development of all aspects of the MYP curriculum within the spirit of the Forge Mission & Vision Statements
- ii. Organize regular teacher collaboration time to ensure a smooth implementation of the MYP and intervention programs in the school
- iii. Lend advice and support to teachers to facilitate vertical and horizontal implementation of the MYP curriculum and interventions
- iv. Ensure that textbooks, resources and facilities are available in accordance with the needs of the Middle Years Program
- v. Consult with staff to monitor the on-going progress of students particularly following progress and semester reports, assessments, and interventions
- vi. Support teachers and students in preparing for Service as Action projects

- vii. Appoint and coordinate with Personal Project Coordinator and other 10th Grade teachers and students to support the successful understanding and execution of the Personal Project in MYP Year 5

PROFESSIONAL DEVELOPMENT

- viii. Initiate and/or coordinate professional training programs that will enable the teaching staff to successfully introduce and develop MYP and interventions in (and out of) their classrooms
- ix. Inform (newly appointed) staff of all relevant aspects of the MYP and intervention programs
- x. Liaise with the IBO in arranging workshops and IB training for MYP Teachers
- xi. Ensure that all staff have access to relevant publications and updated resource materials, and thus are fully informed of current MYP program content and subject requirements as well as best practices and information about interventions

COMMUNICATION

- xii. Promote effective communication and collaboration among all staff members
- xiii. Prepare and submit documentation required for authorization and evaluation
- xiv. Serve as liaison between administration, staff, students, parents, and IBO and thus handle all relevant communication with the different MYP and IB stakeholders
- xv. Establish and maintain links with other MYP schools in the region
- xvi. Ensure that accurate student records as it relates to the IB and interventions are maintained
- xvii. Coordinate documentation and submission of IB MYP Core Requirements
- xviii. Provide comprehensive information on the IB Middle Years Program, its aims and requirements to all Forge stakeholders
- xix. Contribute to school publications including the school newsletter and yearbook
- xx. Ensure that parents are consistently informed of the performance of their children

LEADERSHIP

- xxi. Attend coordination and developmental meetings with teachers, other IB Coordinators, Head of School, and other Leadership
- xxii. Liaise with the PYP, DP, and CP Coordinators (and Directors) to ensure a cohesive K-12 timeline occurs
- xxiii. Be actively involved in supporting positive initiatives taken by students, parents, and colleagues
- xxiv. Facilitate relevant assemblies and activities to encourage the development and promotion of students, including school wide assemblies

OTHER DUTIES AS ASSIGNED