



Longview Independent School District

JOB DESCRIPTION

INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAM COORDINATOR

JOB TITLE:	International Baccalaureate MYP Coordinator	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Campus Principal and IB Director	TERMS:	226 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Professional 4

PRIMARY PURPOSE:

Provides coordination, coaching and support to classroom teachers to ensure the continuous development and effective implementation of the IB framework appropriate to grade level and subject assignment among assigned teachers. Evaluate and provide feedback on the performance of assigned classroom teachers.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from an accredited college or university
Valid Texas teacher certification with required endorsements for subject and level assigned

Special Knowledge/Skills:

- Knowledge of curriculum design and implementation
- Ability to interpret data and evaluate instruction programs and teaching effectiveness
- Ability to develop and deliver training to adult learners
- Strong organizational, communication, and interpersonal skills

Experience:

Three years teaching experience in grade level assigned



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MAJOR RESPONSIBILITIES AND DUTIES:

Staff Development

1. Work collaboratively with assigned classroom teachers to establish realistic and measurable objectives related to both the teacher's individual professional development and student learning
2. Support the continuous professional growth and improvement of teacher instructional skills through coaching and collaborative problem solving
3. Observe classroom instruction and provide feedback and coaching to classroom teachers to facilitate improvement and innovation; demonstrate teaching strategies with students in classroom
4. Evaluate teacher effectiveness in accordance with established district programs
5. Plan and provide appropriate staff development for teachers, administrators, and staff

Instructional and Program Management

6. Work with teachers to analyze and interpret student data and use findings to develop and apply instructional strategies
7. Develop curricular or behavioral support materials as needed
8. Disseminate information regarding current research and significant developments on the state and national levels in area assigned

International Baccalaureate Middle Years Program (MYP)

9. Coordinates the Middle Years Program for campus assigned and provides instructional leadership to the faculty and staff
10. Collaborates with the District IB Director, school administrators, partner schools and other offices on an ongoing basis
11. Leads the MYP faculty in the development and annual updating of the MYP units of inquiry for the eight subject groups



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

International Baccalaureate Middle Years Program (MYP)

12. Develops, communicates and monitors an action plan, aligned to IB Standards and Practices, that promotes program growth and supports the vision of the school and school district
13. Provides leadership to the school community; regularly keeps faculty and administration informed on IB matters related to the IB Middle Years Program and all new/revised IB Middle Years Program publications
14. Facilitates outcome based collaborative planning, professional development and meetings for teachers to develop teacher capacity
15. Facilitates transdisciplinary curricular connections and assists with teacher collaboration in writing inter/transdisciplinary MYP units
16. Models effective, research-based instructional strategies and promotes a collaborative culture reflective of an IB school
17. Provides regular verbal and written feedback to teachers regarding program implementation for purposes of growth and improvement
18. Makes connections with IB schools in the local and global community; seeks opportunities to promote international mindedness and to foster collaborative projects and service
19. Monitors the academic progress and well-being of students in the program; facilitates support services when appropriate; serves as mentor for students and conferences with parents
20. Gathers data and maintains accurate records including MYP units with supporting materials, student work samples, and work portfolios for students in the program
21. Sets and monitors goals to improve magnet student retention rates and successful completion of community and personal project; keeps evidence of monitoring and shares data analysis with IB Office and school leadership
22. Supports the Personal Project and the Community Project keeping faculty, administration, parents and students aware of their significance, beginning with Year 1 students



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

International Baccalaureate Middle Years Program (MYP)

23. Represents assigned campus and the IB Program appropriately and professionally in all communications and meetings
24. Promotes program awareness and provides student support through parent meetings and information sessions during and outside the instructional day
25. Recruits new students to the program through information sessions and marketing materials and is responsible for managing the student application process for the school
26. Adheres to all IB regulations and procedures; administers and meets all regulations for the IB MYP evaluations and assessments
27. Remains current in knowledge of IB instructional and programmatic developments and current education practices
28. Attends trainings as necessary as well as TIBS coordinator meetings
29. Support the implementation of the IB continuum and the PYP and DP coordinators
30. Makes the arrangements with the district coordinator for IB Americas recognized training for teachers and school-based administrators and supports them through the process

Other

31. Compile, maintain and file all reports, records, and other documents required
32. Comply with district policies, as well as state and federal laws and regulations
33. Adhere to the district's safety policies and procedures
34. Maintain confidentiality in the conduct of district business
35. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
36. Demonstrate regular and prompt attendance
37. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: AUG., 2020