



IB MYP COORDINATOR JOB DESCRIPTION

POSITION TITLE

IB MYP Coordinator (50%) / MYP Teacher (50%)

ACCOUNTABLE TO

M/HS Principal

EMPLOYMENT CONTRACT

Teacher salary scale

OVERALL JOB AIMS

To lead effectively and knowledgeably the implementation of the MYP programme in line with the IB recommendations and procedures.

To be the recognized leader of the implementation process and ensuring that all agreed timelines are upheld.

DESCRIPTION OF DUTIES

The duties below are not exhaustive and may change subject to the nature of the development of the implementation process.

CURRICULUM

- Lead the development and documentation of the school's MYP Program.
- Schedule regular collaborative and individual planning meetings.
- Assist MYP teachers in the writing and evaluating of MYP Units.
- Maintain an electronic record of completed units.
- Work in conjunction with subject leaders to ensure vertical and horizontal alignment of curriculum.
- Work in conjunction with the CAS Coordinator to establish a rigorous CAS program.
- Provide advice and support to teachers.

PROFESSIONAL DEVELOPMENT

- Ensure that staff are made aware of professional development opportunities.
- Identify professional development needs and opportunities both on and off campus.
- Register teachers for MYP conferences and training, and submit purchase orders for registration.





- Keep a record of workshop attendance and school visits.
- Lead the orientation of new teachers into the MYP.
- Schedule training for staff members.
- Assist in the development and management of the professional development budget.

COMMUNICATION

- Promote effective communication and collaboration among all staff members.
- Conduct parent information sessions.
- Establish a reporting system to keep parents informed of student's progress.
- Publish articles pertaining to the MYP Programme in the school publications.
- Circulate all relevant information received from the IBO.
- Prepare and submit documentation required for authorization and evaluation.
- Ensure that all requirements of the IBO concerning the MYP Programme are met.
- Act as the liaison between the school and the IBO.
- Establish/maintain links with other MYP schools in the region.

ADMINISTRATIVE DUTIES

- Create and maintain the annual MYP budget.
- Organize and pay all IB MYP fees.
- Write reports for School Board, Director, and Principal as and when requested.
- Provide an annual assessment of the MYP Programme and its implementation.
- Offer virtual availability during the summer months for preparation of upcoming year.
- Liaise with other IB Coordinators.

DESIRED PERSONAL CHARACTERISTICS

- Demonstrates educational leadership and is a role model to faculty and staff.
- Demonstrates the ability to develop a collegial, collaborative and positive atmosphere amongst the faculty.
- Demonstrates strong interpersonal skills.
- Demonstrates excellent communication skills.
- Is a life-long learner.
- Is flexible and has a sense of humor.
- Commits to putting in additional hours as needed.
- Demonstrates interest in living and working in Belgium.





ESSENTIAL QUALIFICATIONS

- Five Years Teaching/IB Coordinator/curriculum development/leadership experience.
- MA and Teaching Certificate.
- Detailed understanding of MYP Expectations.
- Demonstrates contributions to a positive school environment.

PREFERRED QUALIFICATIONS

- At least five years IB MYP teaching or associated IB experience.
- Experience in teaching multiple IB subjects or multiple IB subject overview and involvement.
- Specific MYP Coordinator experience advantageous (but not essential).
- Proven ability to work with teachers and administration.
- High level of technology skills.
- Proven record of successful leadership.
- Experience in curriculum development leadership (within the IB MYP/Diploma programmes an advantage).
- Successful experience in international schools.
- Knowledge of and experience with using data to improve student learning outcomes.

ADDITIONAL STRENGTHS

- Proof of commitment to involvement in school beyond the regular teaching day.
- Involvement in the CAS Programme.
- Creativity and energy.
- Wider student/involvement leadership experience: Student Council advisor, MUN, NHS.
- Workshop leader.
- Ability and experience to contribute to and continue to enhance SJIS's image in the greater community of international schools.

APPLICATION AND RECRUITMENT PROCEDURES

- CV, letter of application (which shows how your experience relates to the categories within the JD and which is no more than three pages in length) and names of three referees to be send to the school HR Manager, Anne Marchi, at hr@stjohns.be **by Friday 13th January.**
- Initial and final interviews of shortlisted candidates during the period Monday 16th to Sunday 29th January.





APPENDIX

GENERAL INTRODUCTION

Founded in 1964, St John's International School (SJIS) is a privately owned, educational institution. It belonged to the religious order of the Faithful Companions of Jesus (FCJ) for fifty- two years before being sold to the Inspired group of schools in September 2016 (<http://inspirededu.co.uk>). St. John's is accredited by the Council of International Schools (CIS) and the Middle States Association of Colleges and Schools (MSACS), the most recent re-accreditation being in 2012.

- SJIS's basic tenant is to offer an international education through a 21st century skills-set and International Baccalaureate pedagogical approach which highlight critical thinking skills, creativity, collaboration and inquiry-based learning.
- Over 700 students from 50 countries pursue a challenging academic curriculum that includes an emphasis on development in athletics and the arts, all within the context of the ethos and values that make St John's unique.
- The highly educated, qualified and dedicated international teaching faculty makes the difference for the students at St John's. Among more than 15 nationalities represented, 20% come from the UK, 23% from the US and 23% from Belgium. More than 50% of the faculty holds advanced degrees.
- SJIS is an International Baccalaureate (IB) World School and offers the PYP and Diploma programmes in addition to the American High School Diploma. Last year, 84% of the graduating class at St. John's matriculated with the IB diploma in addition to the St. John's diploma.
- The SJIS Board has approved the School Leadership recommendation to become a candidate for the MYP Programme and the application to do so will be submitted by April, 2017.
- The School is a member of International Baccalaureate (IB), CIS, MSA, ISSTs International School Sports Tournament (ISSTs), and the International Schools Theatre Association (ISTA), Association of Music in International Schools (AMIS), etc...
- Campus facilities, academic programmes and extracurricular activities cover a wide-variety of options for students of all ages. St. John's has a strong Service Programme running throughout the entire school.
- English is the language of instruction throughout the school, with Spanish, German and French being offered as world languages from 4th grade onwards. A dual language programme in English and French is offered as an option, currently operating from grades Pre-K through grade 4
- SJIS has a very strong student support programme available throughout the school.
- SJIS utilizes the Moodle data system and management software (MS & HS), Studywiz for ES, Net classroom.





- Nearly 100% of High School graduates attend the best universities and schools in the world.
- Admission is on a rolling basis.

Please consult our website www.stjohns.be and online video segments to gain a more detailed sense of the SJIS community.

EDUCATIONAL DIVISIONS/PROGRAMME

The School is divided into three major divisions:

- Elementary School - Pre K through Grade 5;
- Middle School - Grades 6 through 8;
- High School - Grades 9 through 12.

GOVERNANCE

SJIS is governed by the Board of the Inspired group of schools. Four of the five Board members have a strong educational background. The fifth member has a strong financial background.

ST. JOHN'S GUIDING STATEMENTS

OUR VISION

St. John's students live our values to impact the world.

OUR MISSION

St. John's International School provides an English-language education based on Christian values, demands personal excellence and stimulates individual responsibility within a culturally diverse environment.

OUR VALUES

St. John's embraces its historical tradition and, in particular, the Christian values of:

COMPANIONSHIP - the gentleness to befriend and strength to accompany.

RESPECT - of people, languages, cultures, beliefs and values.

INTEGRITY - being true to ourselves, to each other, and to our world.

