

POSITION DESCRIPTION

Position: Primary Years Program Coordinator (PYPC)

Department: Lower School

Direct Reports: N/A

Salary scale: Teacher Salary Scale, plus stipend

Report to: Head of Lower School

Overview and Purpose

ISA's Mission is 'to educate for international understanding' and its Vision is 'to create a community of lifelong learners who value inquiry, critical and creative thinking, take informed risks, and act with integrity and compassion'.

The PYPC is the pedagogical leader of the Lower School and will spearhead the development and refinement of the written and taught curriculum for Lower School students, ensuring equitable access to learning for all students. The successful candidate will demonstrate exceptional pedagogical leadership and the ability to guide and support teachers in implementing inquiry-based and concept-driven teaching strategies. Strong experience in the use of data to inform instruction, as well as best-practices such as Universal Design for Learning are strongly preferred, as is knowledge and experience related to authorization and accreditation processes.

Leadership and Curriculum Development

The PYPC will:

- Embrace the challenge of creating a truly inclusive learning environment at ISA through the use of data driven decision making and the implementation of pedagogical best practices such as Universal Design for Learning.
- Ensure there is a guaranteed, viable written and taught curriculum that is vertically aligned with the Upper School
- Work with the MYP and DP coordinators to plan common pedagogical approaches across the IB continuum (D-12), including a school-wide framework of approaches to learning, service learning and inclusion
- Promote and endorse the PYP programme beliefs, values and practices within and beyond the ISA community.

- Share the responsibility for the development, implementation, revision and review of systems, structures, operational policies and practices related to programme implementation with other members of the school's pedagogical leadership team.

Teaching and Learning (Instructional Support)

The PYPC will:

- Support the consistent development of agreed approaches and strategies for enhanced learning and teaching at the school; in particular
 - EAL supportive practices across the curriculum using the WIDA framework
 - Incorporating agency into all aspects of the programme
 - Practices for differentiation and inclusion
 - Technology integration
 - Constructivist, inquiry-based approaches
 - Concept-focused learning
 - Teaching for understanding
 - Visible thinking / thinking routines
 - Approaches to learning (ATL)
 - The IB Learner Profile
 - Authentic learning opportunities for students.
- Assist in developing and sustaining the school's common understandings, guiding principles and practices regarding teaching and learning as they relate specifically to the PYP.
- Coordinate and support the teachers responsible for, and the students involved in the PYP Exhibition.
- Lead, facilitate and support the learning and work of team leaders, inclusion leaders, all teachers and teaching assistants

Communication and Collaboration

The PYPC will:

- Ensure that the philosophy of the Primary Years Programme is promoted throughout the Lower School and the ISA community.
- Monitor and record student progress to ensure that all teachers can make informed, data driven decisions related to student learning and success
- Coordinate and lead unit planning in a collaborative manner.
- Manage the system of documentation for the PYP to ensure consistency of use and quality of documentation.
- Review, refine and publish the school's programme of inquiry to the school community.

- Lead the process of developing and reviewing the school's curriculum documents, including the subject scope and sequences.
- Facilitate professional learning sessions with teachers, teaching assistants and other members of the school community.
- Ensure all new teachers to the school and/or to the programme receive appropriate induction.
- Liaise with the ES leadership team to make decisions regarding PYP professional development opportunities, within the parameters of the PYP professional development budget.
- Assist in identifying professional learning needs and opportunities to support development within the School-wide leadership team, including distributing programme-specific or relevant information when appropriate.
- Facilitate job-embedded professional learning by highlighting best practices within the PYP team.
- Actively promote collegial support systems to spread best practices throughout the school in a "teachers teaching teachers" model
- Support exemplary teachers to participate in IB curriculum development processes and/or support teachers that are ready to lead or facilitate in professional learning settings.

Resource Management

- Develop and manage the PYP budget in cooperation with the Business Office and Lower School leadership.

Minimum Requirements and Qualifications

- Degree in Primary Education or equivalent
- Minimum of five years relevant experience
- Demonstrated success at managing change within a school
- Demonstrated success at using data to improve teaching and learning
- Demonstrated success in an inclusive learning environment using best practices such as Universal Design for Learning
- Successful teaching experience in a school offering the IB Primary Years Programme
- Experience of leading and working effectively with teaching teams
- Excellent people skills
- Excellent communication skills
- Cross-cultural exposure and understanding
- Experience and expertise working with EAL learners in the mainstream classroom using the WIDA framework
- Excellent organizational and time management skill
- Perform other duties as may be assigned.