

## Xi'an Liangjiatan International School Job Description

<b>Position: PYP Coordinator</b>
<b>Department: Primary</b>
<b>Supervisor: Primary Principal</b>

### **XLIS Mission**

XLIS provides a non-profit education focusing on enabling students to be confident, open-minded global citizens through life-long learning and a sense of community.

### **XLIS Vision**

To lead education through innovation and a student-centered, community-driven approach.

### **Main Responsibilities:**

The specific aims and key responsibilities of this position are:

Coordinators have the unique responsibility of supporting the development of IB programmes within the school's ecosystem, and helping to guide learning and teaching across the school community. IB programme coordinators are integral to the implementation and evolution of IB programmes. A programme coordinator, acting together with other school leaders, has authority to plan and manage the processes of change necessary for developing the programme (0201-02), (0203) (IBO, 2020). Coordinators have 0.5 role at the school for programme coordination with the other 0.5 usually designated to teaching within the programme.

Main responsibilities of the programme coordinator include:

- Coordinating the planning, implementation and monitoring of programme development initiatives (0201-03)
- Leading the design and implementation of a coherent curriculum in the programme (0401-01)
- Communicating with the IB for evaluation
- Communicating with parents, legal guardians and the wider community about the school's IB programme (0201-04-0400, 0401-03-0100)
- Documenting the curriculum used in the school's programme through unit plans and school scope and sequence documents (0401-01)
- Ensuring teachers' access to programme documentation and IB frameworks via MyIB access (0203-01)
- Ensuring access to relevant communities (online or face to face) for all teachers and staff who support learning in the programme (0401-03-0200)

- Fostering ongoing learner and teacher collaboration in the programme (0401-02)
- IB-mandated policy development in accordance with “Culture” in Programme standards and practices (0301)
- Informing the school community of, and monitoring, IB-mandated PD (0203-02-0100)
- Monitoring the implementation of core components of the programme (0201-03)
- Pedagogical leadership in the school’s programme
- Any items that mention “pedagogical leadership”, “approaches to learning” or “approaches to teaching”
- Supporting administration of IB-mandated assessments (if applicable) (0404-03, 0404-04)
- Ensuring that teachers have access to IB resources and PD (0203-01, 0203-02)

The programme coordinator also supports the school to:

- Designing the curriculum used in the school’s programme (0401-01)
- Developing and promoting key pedagogical elements in the programme (approaches to learning, approaches to teaching, the IB learner profile, etc., 0101-02, 0402, 0403)
- Inducting new staff to the school’s IB programmes (0201-01-0200)
- Documenting and monitoring in-school assessment (0404)
- General PD (not mandated by the IB, 0203-02)
- Providing guidance to learners on the next steps in their learning or transitions beyond the school (0202-04)
- Monitoring learners’ admission and access to IB programmes (0301-01)
- Monitoring progress of alumni or students who transition to other programmes (0201-04, 0202-04)

Adapted from:

1. IBO (2021), IB coordinator resource
2. IBO (2020), IB standards and practices