



**Academy for Global Citizenship**  
*Primary Years Program (PYP) Coordinator*

The PYP Coordinator will serve as the chief administrator the PYP at The Academy for Global Citizenship and will teach third grade Spanish for the 2010-2011 school year.

**Key Responsibilities:**

**Curriculum**

- Coordinate and carryout a weekly schedule of curriculum planning meetings with teachers.
- Maintain clear documentation of curriculum and unit planners.
- Lead the development and documentation of the school's program of inquiry.
- Lead the development and review of the school's scope and sequence, including assessment.
- Participate in the development of the school's strategic plan.
- Distribute all relevant PYP publications are available to staff and maintain a professional library to support PYP work
- Collaborate with the Special Education Teacher and Case Manager to ensure students with disabilities' needs are being met through the PYP.
- Collaborate with the Literacy Coordinator to ensure clear articulation is established across literacy and the PYP.
- Lead the development of a dual language program

**Professional development**

- Coordinate staff participation in PYP professional development including travel arrangements.
- Identify professional development needs and opportunities.
- Keep a record of workshop attendance and school visits.
- Lead the orientation of new teachers into the PYP.

**Resource management**

- Assist the Principal in identifying resource needs.
- Establish an inventory of resources to support teachers in successfully teaching unit planners.
- Maintain a PYP budget.
- Write grants to support the implementation of the program.

## **Communication**

- Employ the use of essential agreements and effective communication strategies to maintain close collaboration amongst the staff.
- Regularly communicate with parents via information sessions and the school newsletter.
- Distribute all relevant information received from the IB.
- Prepare and submit documentation required for authorization and evaluation.
- Ensure that all requirements of the IB concerning the PYP are met.
- Act as the liaison between the school and the IB.
- Provide outreach to the wider PYP community through Online Curriculum Center discussion forums, e-mail and school visits.
- Establish/maintain links with other PYP schools in the region, particularly in Chicago Public Schools.

## **General for all Teachers**

- Carries out mission and vision as established by the Executive Director
- Be highly qualified, as outlined by federal No Child Left Behind legislations, in the field or grade level of education in which you teach
- Be highly qualified in the International Baccalaureate programs appropriate to the grade(s) taught by pursuing training provided by the school
- Creates a positive and effective school and classroom environment that supports the school's philosophy and goals and meets students' individual needs, supporting differentiated learning. This also includes creating routines, rituals and celebrations that support a sense of class and school community as well as student self-esteem and increasing independence/self sufficiency.
- Carries out daily formal or informal assessments of student achievement via various instruments, observation checklists, rubrics, testing tools, and student portfolios, and documenting student achievement through these instruments. Student self-assessment and opportunities for reflection of the day's learning and preparing written reports for parents is integral to this process.
- Integrates assessment to design appropriate lesson planning and effective teaching strategies to accommodate diverse student needs and learning styles.
- Participates in ongoing staff development that supports the curriculum and differentiated instruction, as well as the inquiry approach as outlined in the IBO programs; pursues advanced studies, certifications, and/or endorsements in bilingual, cross-cultural and language diversity education.
- Maintains accurate attendance and other student records, including report cards, permanent records, etc. Assess and report any special needs and/or services the student may require in a timely fashion. Follow the law in reporting immediately any suspected child abuse.
- Ensures curriculum alignment with classroom teachers and the school's program of inquiry
- Contributes to the overall orderliness and organization of the school environment; Neatly displays current student work in the classroom and public areas reflecting the current unit of inquiry and each subject area taught
- Is a positive role model for social responsibility, human empathy, fairness, justice, integrity, highly ethical behavior, loyalty and commitment

- Works closely with the administration and maintaining excellent communication with parents and supporting public relations.
- Participates in all staff meetings
- Maintains good attendance
- Actively participates in family and community outreach by planning and leading parent education nights and attending after-school events
- Performs other job related duties as assigned or request by Principal

**Preferred Skills and Experience:**

- 5+ years as an educator and at least 2 years of IB experience
- Strong leadership skills and personal drive
- Ability to implement programs to improve educational achievement
- Ability to maintain a safe, orderly environment
- Familiarity with various educational models
- Strong financial management skills
- Strategic planning experience
- An entrepreneurial spirit and a proven track record of success

**Education Requirements:**

- Bachelor's degree in related field
- Master's degree in education or related fields preferred
- Illinois State Teaching Certificate
- Illinois State Administrative Certificate preferred