



## STRATHCONA-TWEEDSMUIR SCHOOL

<b>Position:</b>	<b>Primary Years Programme (PYP) Coordinator</b>
<b>Reports to:</b>	Elementary School Principal
<b>Position Group:</b>	Faculty
<b>Teaching Accountability:</b>	1.0 FTE (0.6 coordinator and 0.4 TBD)
<b>Term:</b>	Continuing (after successful probationary period)

The PYP Coordinator works collaboratively with teachers in Kindergarten through Grade 6 to support planning, inquiry/concept-based learning experiences and assessment. As a learning leader, the PYP Coordinator leads the faculty in the development and implementation of the curriculum ensuring the Alberta Education and IB requirements are met. The PYP Coordinator works closely with the IB Learning Community to ensure the school is kept up to date with requirements of the IBO, professional development and best practice.

Though not necessarily prerequisites for this role, PYP Workshop certification through the International Baccalaureate Primary Years Programme, experience as a PYP Coordinator and/or work experience in an IB School as a PYP educator, and experience working in an independent school setting are considered assets. As well, familiarity with ManageBac as a learning management system for unit planning and SeeSaw as a digital assessment tool would be beneficial. In order to support student learning in a technology-rich environment, candidates should have experience using technology in the classroom.

### Core Areas of Responsibility

- Collaborate with Director of Curriculum and Instruction, Director of Learning Innovation and IB Coordinators to develop program continuity from Grades 1-12
- Lead STS through the PYP evaluation processes as required by the IB (maintain and archive accurate records)
- Ensure that all reporting timelines and deadlines, including payment schedules, are adhered to
- Communicate with the broader community regarding the PYP (e.g. lead parent education sessions)
- Develop curriculum and teaching methodology consistent with the mission statements and values of STS and IBO
- Review the PYP Scope and Sequence to ensure the learner outcomes are met within the Alberta Program of Studies
- Work collaboratively with teachers to systematically review written, taught, and assessed curriculum
- Ensure that the components of the PYP, including, but not limited to, the Approaches to Teaching, the IB Learner Profile, Approaches to Learning Skills and assessment practices permeate all disciplines
- Manage, maintain and review planners, as well as annual archiving of planners and materials relative to that year including PYP Exhibition documents

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- Collaborate with Elementary School Principal and Learning Leaders regarding professional development opportunities to enhance teaching and learning consistent with inquiry-based learning
- Support the teachers responsible for, and the students involved in, the PYP Exhibition
- Ensure that appropriate resources, including teacher access to IB online resources, and facilities are available
- Participate in the orientation of new faculty
- Ensure a visual presence of the PYP in the school

### **Experience, Skills, Technical and Behavioral Competencies**

- Knowledge of Alberta Education requirements for maintaining documentation for accommodations;
- Knowledge of IB/PYP requirements;
- Understanding of best practices for young learners in literacy and numeracy;
- Develop trusting relationships with students, parents and colleagues;
- Model best practice of exemplary teaching in subject area and professionalism in dealing with all stakeholders;
- Knowledge of current educational research on optimal learning;
  - Strong planner, organizer, and communicator;
  - Work collaboratively with multiple stakeholders;
  - Self-motivated and detail-oriented, adaptable to changing priorities and procedures.

Reviewed and Updated: February, 2021

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