

Primary Years Programme Coordinator

Summary

The Primary Years Programme (PYP) Coordinator assumes responsibility for the implementation of the International Baccalaureate's PYP Programme at the school and oversees all aspects of the curriculum within the Elementary School. The Elementary School Director and PYP Coordinator will work closely together throughout the year. The PYP Coordinator is responsible for the articulation of the PYP Programme with regard to teachers and Units of Inquiry.

Employment Classification

This is a full-time exempt position. The PYP Coordinator will report to the Elementary School Director.

Essential Responsibilities

Communicating with teachers and other staff members

- Ensure effective communication and collaboration among all staff members.
- Circulate all relevant PYP publications and information from the International Baccalaureate Organization (IBO).
- Set a yearly calendar for internal IBO deadlines.
- Ensure that all regulations, set by IBO, concerning programmes and procedures are carried out properly, and all deadlines are met.
- Ensure that appropriate guidance and support is given to staff to implement the programme (for example, developing a programme of inquiry, use of the PYP planner, use of appropriate and diverse assessment strategies).
- Organize and lead regular faculty meetings in conjunction with the Elementary School Director.
- Ensure that sufficient resources are organized and managed within the school and identified within the local community for the implementation of the PYP, including students undertaking both collaborative and independent inquiry.
- Ensure that all PYP teachers are provided with passwords to access to IBO.org.
- Ensure that international mindedness permeates the implementation of the PYP in the school.

Communicating with students

- Advise and assist the Grade 5 teachers in identifying the expectations and procedure of the PYP exhibition (PYPx).
- Assist and guide teachers with assembly outlines incorporating the Learner Profile and other areas related to the PYP.

Communicating with parents

- Conduct PYP parent information sessions.



- Assist parents to understand the demands and benefits of the IB, specifically the PYP.
- Inform parents of major internal school IBO deadlines.
- Refer parents to the Elementary School Director should issues arise.
- Contribute to the school newsletter with articles related to the PYP.
- Post Coordinator's Corner article on ParentsSquare each Friday by 4pm on aspects of the PYP.
- Maintain and update the Programme of Inquiry wall and classroom wall cards

Communicating with organizations outside of the school

- Act as the liaison between the school and the IBO.
- Prepare and submit documentation required for authorization and evaluation.
- Establish and maintain links with other PYP schools.

Professional Development

- Identify professional development opportunities for staff.
- Ensure staff are made aware of professional development opportunities.
- Keep a record of workshop attendance and school visits.
- Lead the orientation of new staff into the PYP.

Curriculum Responsibilities

- Maintain a record of completed PYP planners.
- Lead the development and documentation of the school's programme of inquiry.
- Lead the development and review of the school's scope and sequence.
- Lead curriculum review cycle with specific curricular focus each year.
- Oversee and lead Curriculum Leaders within the Elementary School.
- Ensure that essential agreements are formulated for assessment and for all areas of learning.
- Collaborate with the MYP and DP Coordinators.

Resource Management

- Assist the Elementary School Director in identifying resource needs.
- Establish an inventory of resources to facilitate efficient management.

Required Experience and Training

- Bachelor's Degree from an accredited college or university in Education
- 2+ years successful experience teaching elementary school
- Excellent team player, collaborator, and contributor to the overall school community
- Strong interpersonal communication and organizational skills
- Prior experience as a PYP Coordinator or as a PYP teacher is advantageous



Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable
- accommodation, which permits the employee to discern verbal conversation and to communicate effectively on the telephone and in person.
- Visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work, prepare and review documents, organize documents and materials and observe classroom or student activities.
- Manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment.
- Personal mobility, flexibility, and balance with or without reasonable accommodation, which permits the employee to work in an office/classroom/school environment.
- Lifting or moving objects that weigh up to 50 lbs.
- Job tasks require without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, or grasping.

Essential Outdoor Education duties and Responsibilities:

- Be able to carry up to 50 lbs.
- Be able to hike 5-10 miles per day over rough terrain.
- Be comfortable performing in all weather conditions.
- Able to spend up to 3-10 days in the outdoors within an academic year.
- Ability to manage 10-15 students in a remote setting utilizing outdoor leadership skills.
- Participate in yearly training opportunities.

In addition to the responsibilities outlined above, all faculty are required to abide the school's policies and procedures set forth in the Faculty Handbook.

Nothing in this job description restricts management's right to assign or reassign duties to this job at any time.

Riverstone International School is an equal opportunity employer.

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