

ADAM B. COUGAR ELEMENTARY SCHOOL

PYP Coordinator Job Description

Name: Fred Rubble

Position: IB-PYP coordinator

Elementary (PREK-6th Grade)

The PYP coordinator:

- Coordinates and communicates closely with the head of the school in all aspects of the program
- keeps the Principal regularly informed on the progress of the implementation of the IB-PYP
- keeps teachers informed about correspondence from the IBO
- conducts daily IB- PYP congruence meetings with grade level teachers
- informs teachers of appropriate IB training and school visitation
- ensures that sufficient resources related to the units of inquiry are available for teachers
- makes appropriate provision for cooperative planning of the grade level teachers in the implementation of the PYP units of inquiry
- ensures that the concept of internationalism is integrated into the IBPYP
- documents all paper works related to the program
- maintains a library of current IB-PYP related documents and materials
- helps developing documents related to the process of implementing the IB-PYP (POI, Scopes and Sequences, School Essential Agreements etc.)
- represents the school in the regional IB-PYP meetings
- helps the school to be responsive to the needs of parents and community