



International Baccalaureate

The Role of the Coordinator
Beijing 2008

Presenter: Ashish Trivedi

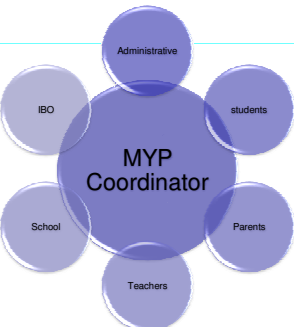
Main responsibilities

The MYP coordinator:


- > oversees the implementation and delivery of the MYP
- > acts as the pedagogical leader in the school
- > helps set up systems for communication and cooperation within the school (with areas leaders, subject departments and teachers)
- > communicates with IBO offices in English, French or Spanish
- > circulates information from IBO to appropriate individuals.



© International Baccalaureate Organization 2007



© International Baccalaureate Organization 2007


 International Baccalaureate

General administrative responsibilities

Depending on the school, the MYP coordinator's task might include the following:

- IBO publications available for teachers
- Maintaining relevant student records
- Resources and facilities
- Internal assessment and the standardization of internal assessment
- Formal procedures in preparation for moderation, certification and monitoring of assessment
- using IBNET / IBIS to complete many of the procedures described in the *Coordinator's Handbook*.

© International Baccalaureate Organization 2007


 International Baccalaureate

Responsibilities towards students

Depending on the school, the MYP coordinator's task might include the following:

- Relevant information about the MYP
- **overseeing** the student selection procedure
- accommodating transfer students (liaising with former and receiving schools)
- compiling the students' portfolio of achievement
- coordinating the personal project presentation
- arranging certificate ceremony for students.

© International Baccalaureate Organization 2007


 International Baccalaureate

Responsibilities towards parents

Depending on the school, the MYP coordinator's task might include the following:

- comprehensive information and documentation of the MYP
- parent meetings
- ensuring parents understand criterion-related assessment
- keeping parents informed of their child's progress
- arranging for portfolios of achievement, records of achievement and MYP certificates to be distributed to parents.

© International Baccalaureate Organization 2007


 International Baccalaureate

Responsibilities towards teachers (1)

Depending on the school, the MYP coordinator's task might include the following:

- access to complete and up-to-date publications (guides, TSM, etc.)
- MYP developments and update of the programme
- providing advice and support
- coordinating participation at workshops and professional development activities
- informing new staff of all relevant aspects of the MYP
- organizing regular discussion and planning meetings

© International Baccalaureate Organization 2007


 International Baccalaureate

Responsibilities towards teachers (2)

Depending on the school, the MYP coordinator's task might include the following:

- regulations set by the IBO and procedures
- implementation of the areas of interaction and the fundamental concepts and coordination of the personal project
- communicating assessment, moderation, monitoring of assessment procedures and deadlines
- analysing moderation reports and sharing them with appropriate staff/teachers
- organizing procedures for supervision and assessment of personal project and provides guidance to teachers and students.

© International Baccalaureate Organization 2007


 International Baccalaureate

Responsibilities towards the school

Depending on the school, the MYP coordinator's task might include the following:

- keeping the head of school informed of MYP developments
- notifying the accounts department of IBO payments due
- participating in the selection of the school's MYP staff
- liaising with PYP and DP coordinators (where applicable).

© International Baccalaureate Organization 2007


 International Baccalaureate

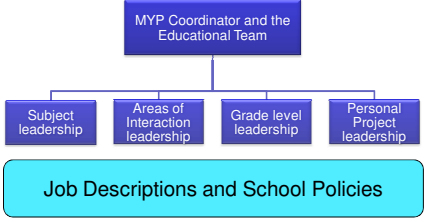
Responsibilities towards the IBO

Depending on the school, the MYP coordinator's task might include the following:

- liaising with IBO offices
- keeping copies of all correspondence with the IBO
- ensuring appropriate conditions for the conduct of moderation and/or monitoring of assessment
- coordinating the organization and conduct of procedures for authorization and programme evaluation visits.

© International Baccalaureate Organization 2007

 International Baccalaureate



```
graph TD; A[MYP Coordinator and the Educational Team] --- B[Subject leadership]; A --- C[Areas of Interaction leadership]; A --- D[Grade level leadership]; A --- E[Personal Project leadership]; B --- F[Job Descriptions and School Policies]; C --- F; D --- F; E --- F;
```

© International Baccalaureate Organization 2007
