The International School of Paris is looking for an:

**IB MYP Coordinator – Ref: IBC310814**

Requirements:

- Bachelor or Master degree in Education
- Experience in a MYP authorized school
- European work papers

Please send a curriculum vitae, cover letter, and names and e-mail addresses of three professional referees to jobs@isparis.edu with the reference number IBC310814 in the subject line of your message.

**Deadline: Friday, September 12, 2014**

The IB MYP Coordinator works 38 weeks over the school year; 190 days
Preferred starting date: Monday, January 5, 2015

**The International School of Paris**

**Vision**

The Vision for the International School of Paris is to benefit from the diversity of its community in creating well-educated, internationally-minded citizens.

**Mission**

The Mission of ISP is to create a challenging and motivating English-speaking environment where students and staff from around the world use the programs of the International Baccalaureate Organization and work in harmony to develop every student’s full intellectual and human potential.

**Philosophy**

- Every student has an individual and a cultural set of experiences, skills and interests which must be considered in the teaching and learning process.
- A diverse student body enriches the School community and provides a wealth of experience and resources.
- A thorough education includes the development of the qualities of compassion, tolerance, respect for the rights and cultures of all people, the skills for the peaceful resolution of conflict, and the development of environmental responsibility.
- School should prepare young people to provide leadership to meet the global challenges of the 21st century.
- School should foster an atmosphere of academic excellence and encourage intellectual inquiry and critical thinking.
- Achievement in the physical, expressive and creative arts is an essential part of a holistic education.
- The School is a community, and social awareness, thoughtful interaction and effective communication among students, parents and staff are fundamental to its wellbeing.
Description of the School

The International School of Paris is a successful Nursery – Grade 12 school, founded in 1964 to provide an education in English for the diplomatic and business communities in Paris. We are the only English-speaking school within the city of Paris with Pre-primary, Primary and Secondary School sections. We are located in six buildings in the 16th arrondissement with the Secondary School being near Trocadéro Park and the Primary School 15 minutes walk away. This is very close to many embassies and headquarters of international companies and is consequently very convenient for families living in or near Paris. The majority of parents are in Paris because of their professional background and have high academic aspirations for their children. Almost all of our graduates go on to university, either in their own country, or in the UK or the USA.

We have more than 60 nationalities represented in a student body of about 700, and the school therefore offers a rich, multicultural educational experience. Our classes are small (5-24 students), allowing a close student-teacher rapport. We are the only school in France authorized to offer all three of the International Baccalaureate programmes – PYP, MYP and Diploma.

SECONDARY SCHOOL (ages 11 to 18): The IB Middle Years Programme is in place in Grades 6 – 10 and we were authorized in March 2003. We have offered the International Baccalaureate Diploma Programme since 1985. We are the only school in the Paris area to concentrate exclusively on the IB Diploma, and our results are always above the world average, with a large number of bilingual Diplomas awarded.

ISP was re-accredited by the Council of International School (CIS) in 2012.

Outside the classroom we offer a varied roster of after-school activities including soccer, basketball, baseball, table tennis, theatre, Model United Nations, yearbook, band, choir, student council, Environment Club and others. Teachers are encouraged to contribute to the pastoral and extra-curricular activities.

IB MYP Coordinator

The IB MYP Coordinator is responsible for the effective leadership of the G6 – 10 curriculum and, as a member of the Secondary Leadership Team, contributes to policy formation. The MYP Coordinator is responsible to the Secondary Principal.

The general responsibilities of the IB MYP Coordinator include to:

- Work collegially within the Secondary Leadership Team to support the school’s vision, mission and philosophy; support the school’s curricular and philosophical commitments as an IB World School; and assist the Secondary Leadership Team in meeting its planning goals
- Work with the Secondary School Principal to ensure that at all times the school’s curriculum provides a safe, supportive learning environment for students, teachers and all other members of the ISP community
- Help promote a culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, exercise leadership and strive for academic excellence
- Work with teachers, students and the school community to create a thriving, dynamic and aspirational academic culture
- Coordinate all IB MYP activities
- Ensure that Grades 6 to 10 have a well-organized curriculum that is articulated with the IB PYP and Diploma programmes
- Prepare and update the school’s IB MYP publications and records
• Ensure that the school meets all IB regulations and deadlines
• Contribute to marketing the IB MYP program, within and outside the school
• Effectively communicate the relevant aspects of the MYP program with members of the ISP community.
• Ensure regular monitoring of students’ progress in their IB MYP subjects, keeping appropriate records.
• Meet with parents and students to promote and explain the IB MYP
• Work with the Head of Department (HoD) team to develop curriculum policy and practice
• Oversee curriculum review and facilitate curriculum development
• Support teachers in the development of assessment tools in line with the school’s assessment policy
• Identify, facilitate and encourage professional development opportunities in relation to the MYP program
• Teach 6 hours a week