



The EUROPEAN SCHOOL is pleased to announce the opening position For the IB PYP Coordinator

About European School

European School is an international CIS accredited school located in Tbilisi Georgia, offering to its students various educational programs – Kindergarten, Georgian Program, IB (PYP/MYP/DP) and American High School.

The Purpose of the Position: The IB PYP Coordinator at the European School is a leadership position and is responsible with and to the administration for the co-ordination and development of the IB PYP program in grades 1 and 5. Together with the School Director; Head of International Baccalaureate Programmes and IB PYP Principal is involved in the whole school implementation of the IB and is the direct point of contact with the IB.

Duties and Responsibilities

- Primary Years Programme (PYP) Coordinator works closely with (PYP Principal)
- Responsible for all key issues relating to the Primary Years Programme on International Baccalaureate Section;
- Close collaboration, encouragement and support to the teaching staff of IB PYP;

Specific responsibilities are to co-operate with the European School Director in the following areas by:

- Maintaining contact with area leaders, subject departments and teachers and directly with the IB
- Keep copies of all IB PYP publications on file;
- Respond to and initiate communication with the Regional offices;
- Ensure that resources and facilities are available and according to the needs of the IB Primary Years Programme ;
- Promote the Programme within and outside the school and communicate with other schools;
- Contribute to school publications including the school newsletter and yearbook;
- Provide comprehensive information on the IB PYP, its aims and requirements to both interested students and students enrolled in the IB PYP.

Administrative Responsibilities relating to Different Constituencies:

A. Students

- Be informed of the development of each IB PYP student;
- Discuss with the student and consult with the IB staff and/or the homeroom teacher about necessary changes in subject options and other actions concerning the student's academic or personal development (in collaboration with IB PYP Principal);
- Organise relevant (IB PYP) assemblies and activities to encourage the development and promotion of students in the IB Programme
- Organise IB PYP school wide assemblies to encourage the development and promotion of students in the IB Programme (in collaboration with IB PYP Principal).



B. Parents

- Provide comprehensive information on the IB Primary Years Programme to interested parents.
- IB PYP coordinator contributes to the IB PYP Student-Parent Handbook with the relevant information in regard to IB expectations.
- Ensure that parents' meetings are organized at least once a semester (in collaboration with IB PYP Principal).

C. Primary Years Programme Staff

- Provide to IB PYP staff a service of advice and support;
- Organize regular staff meetings for discussion of common matters to ensure a smooth running of the programme in the school;
- Ensure that all staff are informed of and adhere to IB PYP regulations;
- Keep staff informed of current IB PYP developments as announced in Coordinator Notes, and correspondence from the IB;
- Ensure that all staff are informed of the relevant assessment procedures;
- Monitor and keep records of IB staff experience and professional development;
- Anticipate staffing needs and encourage the development of non-current IB staff into the programme;
- Inform newly appointed IB PYP staff of all relevant aspects of the programme.

D. IB Offices

- Serve as liaison between administration, staff, students, parents, and IB and thus handle all relevant communication with the different IB Primary Years Programme offices;
- Be familiar with all IB Primary Years Programme procedures;
- Ensure that administrative procedures be carried out correctly and that deadlines be kept according to IB instructions;
- Keep copies of all correspondence with IB including forms, documents, reports;

FINANCIAL ROLE:

- Liaise with the ES Director to develop the IB PYP Professional development budget
- Notify the ES Director of IB PYP payments due, where applicable
- Check invoices ensure arrival of materials and authorize payment of IB invoices and direct invoices to the ES Director.
- Liaise with the ES Director with regard to IB workshops

Qualification:

Education

- Master's Degree or Equivalent;
- A degree in Education Management is preferable

Experience

- 2-3 years working experience on IB programme curricula;
- 2-3 years working experience as IB PYP Coordinator at IB International School;

Additional Requirement

- Managerial work experience in the area of Education.
- 2-3 years' experience of coaching/training for IB PYP programmes' Academic and Administrative Staff.



Knowledge, Skills and Abilities

- Effective communication skills;
- Ability of team working;
- Time management skills;
- Ability of critical thinking;
- Problem solving skills;
- Strong organizational and people-management skills;
- An open mind with the ability to adapt and be flexible;
- A high level of skill as a listener and a communicator;
- Integrity and effectiveness in all dealings with the stakeholders of an international school;
- Extensive experience as a respected educator with a passionate commitment to student development;
- A result-oriented leadership skill, which inspires others towards team building and success.
- Excellent command of English Language (C1 level)
- Knowledge of an additional foreign language is preferable

Computer Skills

- MS Office, Gmail, Google Drive

Behavioral competencies:

- **Impact and influence** – Communicating with understanding, confidence, clarity and effectiveness and having a positive impact on others;
- **Passion for the IB mission** – Aligning behavior to the needs, priorities and goals of the IB and inspiring passion for the IB mission;
- **International-mindedness** – culturally aware and respectful, having a global outlook, identifying opportunities for global working;
- **Stakeholder focus** - always acting to discover, meet and exceed the needs of the IB's current and future internal and external stakeholders;
- **Managing and developing self and others** – managing and developing self, supporting or managing the performance, development and well-being of others, to achieve organizational goals and support the IB community;
- **Delivering results** – having accountability for work and managing time and resources effectively, delivering results to a high standard and taking responsibility for own actions.

- **Teamwork and cooperation** – working to support and develop collaboration within and across teams through leadership;
- **Driving to improve** – having the courage, forethought and independence of spirit to use change and/or continuous development to drive organizational improvements and organizational learning in a socially responsible manner;
- **Decision-making** – exploring and identifying the best and most ethical approach, taking personal responsibility, meeting challenges and resolving problems;
- **Organizational development** – developing and/or implementing the IB's strategic plan to meet the medium and long term needs, mission and values of the organization.



If you are interested in this position, please send your resume (CV) at: vacancy@europeanschool.ge till 18.12.2020
Please, indicate in the subject line the position you are applying for - ***IB PYP Coordinator***

By sending your data, you understand and accept that the organization might collect, process and store submitted information (your CV) for the purpose of your employment within the scope of Law of Georgia on Personal Data Protection. Personal data will be solely used for the purpose stated above and it will not be transferred to the third party without your consent.