



The International School of Stuttgart e.V. is a non-profit Kindergarten through 12th grade, CIS and NEASC accredited, IB World School offering an international curriculum to a student body of about 830 from over 40 nations. Among its strengths are its student-centred and holistic approach to learning and its commitment to professional development and emphasis on student pastoral care.

ISS is looking to hire a qualified

## UPPER SCHOOL MYP COORDINATOR / (D- ROLE)

To commence in August 2022

The Upper School MYP Coordinator post is a 12-hour-time-release on the Degerloch Campus, initially for two years, until July 2024.

The successful candidate will be a member of the IB Council and the US Leadership team. This role will have a teaching commitment of two classes.

### The successful candidate must:

- Be a committed and exemplary educator in the Middle Years Programme
- Be committed to a collaborative approach to working with colleagues
- Be reflective in leading the implementation and development of the programme to provide overall leadership of the Middle Years Programme in the school.
- Be knowledgeable of the regulations and procedures described in the Handbook of procedures for the programme and the General regulations: Middle Years Programme.
- Be an effective communicator of information to all members of the school community,
- Be principled in administering all internal and external assessment and acting as the primary point of contact between the school and the IB

### Candidates should:

- have experience as an MYP coordinator or a similar leadership role
- have 5 years teaching experience within the MYP



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or MYP /DP

**Responsibilities:**

- Guide the school community in IB MYP implementation by creating and reviewing the school's action plan
- Communicate curriculum and assessment changes to subject teachers
- Assist Admissions Office with the enrollment of new students
- Support and train new teachers and assess professional development needs
- Provide individual teacher support in the understanding and implementation of the MYP
- Review the curriculum and curriculum documentation and development in the school
- Lead the Personal Project coordination, including the allocation of supervisors
- Assist ATL and Service as Action Coordinators to ensure articulation of learning skills across the grade levels
- Prepare for and lead regular programme evaluations
- Articulate curricular expectations of the Middle Years Programme
- Responsible for the general administration of all eAssessments (on-screen examinations and ePortfolios) including working:
  - with the Exams Officer to register students and set up eAssessments
  - the Student Support department to ensure student accommodations are met.
- Act as the central point of contact between the IB and the school.

Applications should be submitted to [HR@issev.de](mailto:HR@issev.de). Applications will be handled with discretion.

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