

The PYP coordinator's job description

I. General regulations

1. The PYP coordinator is recruited and changed by the school principal's order.
2. The coordinator has to be highly qualified person with fluent English.
3. The coordinator has to be familiarized with the following:
 - 3.1. Constitution of the Russian Federation
 - 3.2. Child Rights Convention
 - 3.3. Federal law «About education in Russian Federation» (29 December 2012)
 - 3.4. Federal State Educational Standards for primary education
 - 3.5. PYP documents
 - 3.6. Principles of Russian dialectics
 - 3.7. The basis of pedagogics and psychology
 - 3.8. Guides for developing of the IB documents
 - 3.9. Systematisation principles of information
 - 3.10. Funds of educational literature in the IB languages for the PYP realisation

II. Job description

The PYP coordinator is responsible for:

1. Completing all document forms on the school's IBdocs page.
2. Studying the up-to date IB documents and helping the school staff in understanding and implementing them via translation into Russian.
3. Planning the budget collaboratively with the principal.
4. Approving of the PD annual plan.
5. Promoting the IB programmes among parents through meetings, school site, brochures and etc.
6. Informing the principal about annual fees payments.
7. Reorganizing of library and multimedia funds collaboratively with the librarian.
8. Appointing collaborative planning meetings.
9. Developing the IB documents for the PYP realization collaboratively with the school teachers and administrators.
10. Keeping record of all completed documents for the PYP (POI, unit planners, policies and etc.)
11. Reporting to the IB about the PYP implementation.
12. Collaborating with the IB consultant.
13. Participating in the community of the IB schools.
14. Visiting lessons of inquiry and keeping record of the visits.

Timing

(the information is taken from 'Coordinator's handbook'):

The following time allocation could be considered as sufficient for PYP Coordinator's responsibilities fulfillment:

- collaborative sessions - up to 20 hours (not less than 10) a month
- classes attending - up to 12 hours (not less than 6) a month
- working with documentation - up to 10 hours (not less than 5) a month
- other activities due to the job description - up to 18 hours (not less than 9) a month