
MYP Coordinator Resume

Job Objective

To obtain a MYP Coordinator position that fully utilizes my experience and abilities.

Work Experience:

MYP Coordinator, August 2005 – Present
Pipkin Middle School, Mount Kisco, NY

- Prepared orientations and informational programs for MYP parents.
- Prepared and administered programs to exchange information between teachers returning from MYP training and the rest of the MYP staff.
- Involved in professional development with the PYP and DP coordinators.
- Maintained library of IB MYP related documents and materials.
- Provided content and maintained an MYP website.

MYP Coordinator, May 2000 – July 2005
Central High School, Mount Kisco, NY

- Set up systems for communication and cooperation of the entire professional staff in implementing the program me in the school.
 - Provided teachers and students all relevant information.
 - Oversaw the implementation of the areas of interaction.
 - Guided teachers and students regarding personal projects.
 - Maintained accurate school information via IBIS.
 - Ensured that the document entitled General regulations.
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Summary of Qualifications:

- Good understanding in integration of technology into the curriculum and instruction to facilitate student learning
 - Exceptional ability to perform job functions with attention to detail, speed and accuracy
 - Immense ability to work cohesively with co-workers as part of a team
 - Excellent ability to effectively communicate with students, staff, parents and community members in a multi-cultural community
 - Profound ability to work well within a multi-disciplinary team of multi national professionals
 - Superior leadership, sound interpersonal and communication skills
 - Excellent interpersonal skills, communications and organizational skills
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Education:

Bachelor's Degree in English, Niagara University, New York, NY

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