
PYP Coordinator Resume

Job Objective

To obtain a PYP Coordinator position that will promote growth, stability and opportunity for advancement.

Work Experience:

PYP Coordinator, May 2004 – Present
International Baccalaureate, Monsey, NY

- Arranged school level and external IB-approved training for teachers and administrators.
- Scheduled and monitored collaborative meetings of grade level teams and other team configurations.
- Established and maintained communication with and participated in the sub-regional group.
- Organized and conducted visits to the school for parents and students.
- Ensured that assessment and language policies are developed.
- Scheduled, attended, monitored and facilitated planning and reflection sessions.
- Maintained a record of all completed planners.
- Designed and coordinated intersession programming.

PYP Coordinator, March 2002 – April 2004
Dar Al Marefa Private School, Monsey, NY

- Attended weekly grade planning meetings.
 - Attended meetings with parents so that they have some understanding of the goals of the PYO.
 - Supported individual teachers in their classrooms on a weekly basis.
 - Supervised the heads of primary on teaching materials required by the teachers in order to successfully teach the PYP.
 - Attended regional workshops that are organized by the IBO and encouraged colleagues to attend regional IBO PYP workshops.
 - Liaised with the IBO towards the eventual recognition of the primary school as an official IBO PYP member school.
 - Coordinated and developed meetings with the school's IBO MYP coordinator and IBO diploma coordinator.
-

Summary of Qualifications:

- Sound knowledge and understanding of Primary and Elementary curriculum
 - Thorough knowledge of adult learner characteristics and training principles and practices
 - Deep knowledge of the Primary Years Program
 - Uncommon ability to apply current technology to staff development and instructional delivery
 - Excellent written and oral communication skills
 - Immense ability to establish effective working relationships with staff, students and parents
-

Education:

Bachelor's Degree in Public Librarianship, Luther College, Iowa, IA

[Build your Resume Now](#)