



A World-Class Community of Learners

## JOB DESCRIPTION

**BAND GRADE SUBGRADE WORKING CONDITIONS**

C 5 2

**JOB TITLE**

Primary Years Programme Enrichment Coordinator

**CONTRACT REFERENCE**

Individual Contract

**TITLE OF IMMEDIATE SUPERVISOR**

Director of Educational Services

**VERSION DATE**

January 2012

**JOB SUMMARY** Assume overall leadership in implementing and coordinating the Primary Years Programme (PYP), including the PYP application process.

**TASK NO.**

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Assume primary responsibility for the guiding the purchase and use of globally and culturally diverse materials for the classroom and support areas.
2.	Lead the transformation of Fridley's traditional curriculum to one that is culturally diverse, from a global perspective through the PYP planners.
3.	Assist teachers and principals in developing student and parental activities that promote cultural competency, diversity, and global perspectives.
4.	Serve as the primary Fridley liaison with IB as it relates to PYP.
5.	Organize and arrange out of district training and possible site visits related to PYP, in conjunction with the Director of Educational Services.
6.	Coordinate incoming visits related to PYP.
7.	Assume overall leadership in the alignment of the elementary curriculum with the middle and high school programs.
8.	Lead school-year and summer professional development sessions related to PYP.
9.	Assist in working with community partners as it relates to the IB program.
10.	Serve on the district IB leadership team.
11.	Assume overall leadership in coordinating district wide gifted and talented and enrichment initiatives.
12.	Work closely with principals and their leadership teams on PYP and G/T/E initiatives.
13.	Develop, organize, and deliver PYP and G/T/E professional development activities.
14.	Assume overall leadership in developing communication and marketing materials related to PYP and G/T/E initiatives.
15.	Facilitate cooperative interaction and collaboration of the professional staff regarding PYP and G/T/E initiatives.
16.	Assist in overall evaluation of the programs, including data collection on student achievement

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– Page 2

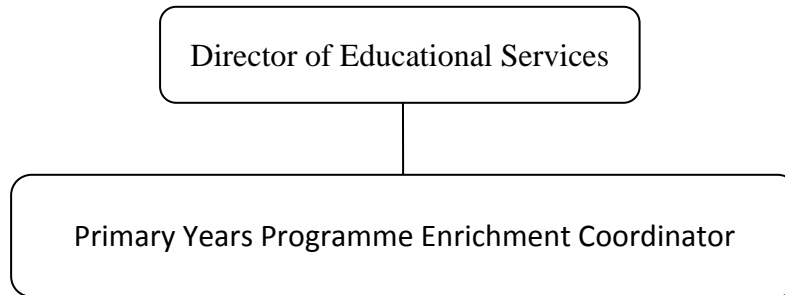
	(including gap analysis) and effectiveness of the PYP.
17.	Perform other duties as assigned. Some duties may extend beyond the traditional teacher contract working day.

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**QUALIFICATIONS** (Specific training or job experience required before appointment)

1. Minnesota teaching license required
2. IB/PYP experience preferred

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.