

DWIGHT SEOUL



DWIGHT
SEOUL

Igniting the Spark of Genius in Every Child



MYP COORDINATOR

Seoul, South Korea

Start Date: Aug 1, 2024

Applications will be reviewed on a rolling basis until the position is filled.

POSITION OVERVIEW

Reporting to the Upper School Principal, the core purpose of the MYP Coordinator is to organize and manage all aspects of the IB Middle Years Programme in accordance with Dwight Seoul's mission statement and philosophy. This requires the MYP Coordinator to have a solid understanding of the programme in order to provide staff, students, and parents with comprehensive information regarding the IB MYP, its philosophy, aims, and requirements.

The MYP coordinator is a member of the Senior Leadership Team and is expected to liaise with the PYP and DP coordinators to ensure a coherent whole school IB continuum exists.

DUTIES & RESPONSIBILITIES

STUDENTS

- Ensure parents and students are well informed about IB MYP developments and school activities.
- Develop and facilitate alongside the UCC Director an option into the Diploma Programme for all students.
- Analyze and monitor individual student's progress across their MYP subjects, and keeping accurate records.
- Keep parents informed about their child's progress.
- Assist transfer students by liaising with their previous school and/or providing information to the receiving school through the Admissions Director and Central Office (Registrar).
- Lead Grades 6-10 parents information meetings.
- Prepare students for the eAssessments in Grade10, including on-screen exams, ePortfolio and the Personal Project.



TEACHERS AND SUPPORT STAFF

- Maintain open communication with staff, especially in relation to curriculum matters, MYP developments and updates.
- Lead the implementation process of the curriculum, in particular the development Scope and Sequence and subject unit planners in alignment with subject specific objectives.
- Oversee the development of unit planners using the process outlined in the guide, MYP: From Principles into Practice.
- Provide guidance, advice, and support to faculty as needed throughout the delivery of the programme.
- Facilitate the development of student learning expectations that show development of the approaches to learning skills throughout the Middle Years Programme.
- Oversee internal standardization within subject groups and the use assessment criteria at all levels within the MYP.
- Support teachers in the development of assessment tools in line with the school's assessment policy, including self and peer assessment.
- Implement and oversee MYP training and induction for newly appointed MYP teachers.
- Support the S&A Coordinator and PP Coordinator in developing and promoting the core elements of the programme.





PROGRAM

- Working closely with PYP and DP coordinators, oversee the vertical alignment of the programmes and promote a culture of high achievement among faculty and students.
- Gather and analyze validating information and data that determine the achievement of curriculum and instructional goals, and if student performance outcomes are being met.
- Facilitate the submission of assessment samples (ePortfolio) in accordance with the IB regulations and procedures for standardization, certification, and assessment.
- Organize and facilitate the MYP eAssessment sessions for all students sitting the IB MYP eAssessment exams and mock exams to ensure the school meets all IB regulations and requirements.

GENERAL RESPONSIBILITIES

- Ensure the Head of School and Upper School Principal are informed of all significant MYP information.
- Collaborate and build strong relationships with academic and senior leadership teams across the whole school to ensure student learning experiences are aligned and consistent with Dwight's pillars and IB ethos.
- Support and drive initiatives in line with the Dwight's strategic goals.
- Create, share and present reports as needed for meetings with the Board of Directors.
- Accept additional responsibilities as required from the Head of School.



ABOUT US

OUR MISSION

Dwight Seoul provides an international education to the highest recognized academic standards. We are committed to finding and igniting the “spark of genius” in EVERY child.



Personalized Learning

Dwight embraces the individuality of each learner as no two students are the same. We recognize and foster each student’s gifts and talents.

Community

Empowered by the diverse perspectives within our community, Dwight students are inspired to make a positive impact not only within their school but also in their local communities and the broader world.

Global Vision

Dwight’s mission, vision and pillars extend globally across our network of schools and are supported by the IB ethos.





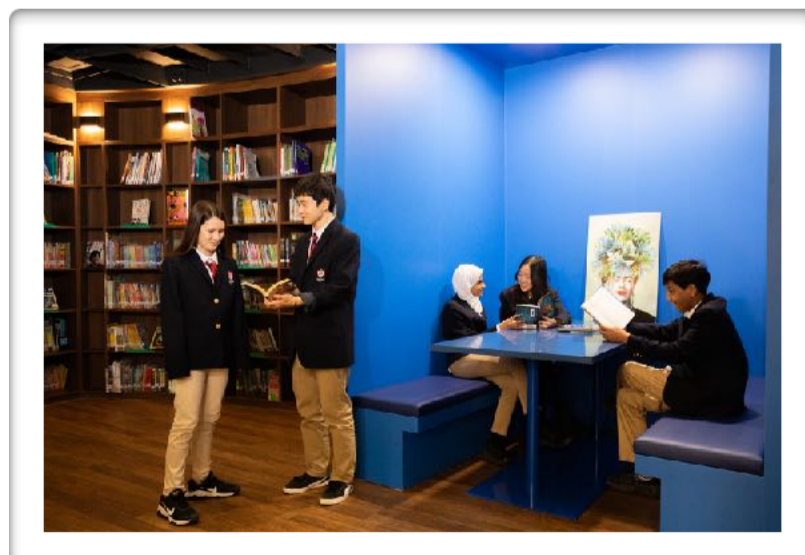
OUR SCHOOL & CURRICULUM

Celebrating our 10th Anniversary in 2022, Dwight Seoul is a place where positive energy pervades the corridors and a sense of wonder and discovery can be found in every classroom.

As the first authorized International Baccalaureate Continuum School in Seoul, our curriculum places importance on academic rigor, individualized study and community service - all designed to create thoughtful, culturally sensitive, reflective, principled risk-takers and world leaders. Along with the IB, DSS is accredited by the New England Association of Schools and Colleges (NEASC) and the Council of International Schools (CIS).

We are a PS3 to Grade 12 school of 540 students with 280 of those being Upper school students. This student body is truly diverse, representing over 40 different nationalities. Our students come from a wide range of backgrounds and abilities. Dwight's Student Support program provides instructions for EAL (English as an additional language) students as well as strategies and interventions to support students with specific learning needs..

The Dwight campus is a hub of activity offering activities for all areas of interest, during the day, after school and on weekends. Our facilities include a 455-seat auditorium, full gym, fitness center, dance studio, Makerspace, music rooms, and newly renovated library, Spark of Genius Center.





ABOUT YOU

EXPERIENCE, SKILLS, AND ABILITIES

- Minimum 5 years experience in the MYP
- Minimum 5 years teaching experience in Secondary/Upper School aged children
- Skill in building effective partnerships with parents and the community
- Proven experience in mentoring teachers to improve their professional practice preferred
- Proven experience in curriculum implementation
- Excellent interpersonal skills with key school stakeholders

QUALIFICATIONS

- Master's Degree preferred
- Teacher certification required

COMPENSATION AND BENEFITS

- The term of the position will be initially a 2-year contract (renewable).
- The salary for the MYP Coordinator is competitive and will be commensurate with experience and responsibilities. Other benefits include international medical insurance, annual flight allowance, settling-in allowance, and housing.

APPLICATION PROCESS

Qualified candidates should complete the online application and upload the following documents on Dwight Seoul employment page link [here](#).

- Brief letter of application stating reasons for your interest in the position.
- A current CV/resume (not to exceed two pages).
- Reference page with the contact details of at least three references including your current supervisor.

WELCOME TO SEOUL!