



PYP 协调员岗位职责

Job Description of PYP Coordinator

一、文件资料 Documentation

1. 熟知 PYP 全部文件，并促进学习者社区成员对这些文件的理解和使用。

Be familiar with and promote understanding and use of all PYP documents.

2. 建立、修订和完善语言政策、评估政策和全纳政策等相关政策。

Establish, review and improve language policy, assessment policy and inclusion policy.

3. 收集和整理访问和授权所需准备和提交的材料。

Establish and maintain a record of completed documentation for IB school visits and authorization.

二、课程建设 Curriculum development

1. 建立、修订和完善 POI 课程图。

Establish, review and improve POI.

2. 领导校本课程的建立和定期审查，包括 POI 和范围与顺序。

Establishment and periodical review of school curriculum.

3. 推动 UOI 单元计划表的理解和使用。

Promote the understanding and implementing of UOI.

4. 制定协作备课方案，确保项目实施以合作的形式进行。

Establish a system of collaborative planning. Make sure a high level of collaboration for implementing the programme.

5. 关注各年级教师协作备课情况，推动语言、数学、科学、社会学学科的超学科整合教学。

Ensure members of the teaching team are collaborating on a transdisciplinary teaching, including language, math, science and social studies.

6. 全面指导和协助小学项目学习成果展。

Guide and assist the PYP exhibition.





三、职业发展 Professional development

1. 确保所有教师都知悉职业发展的机会。

Ensure that staff members are made aware of professional development opportunities.

2. 安排校内外官方培训，负责官方培训预算、注册、汇款及报销等工作。

Arrange professional development program, and be responsible for the budget, registration, payment and reimbursement.

3. 记录培训人员名单，收集培训证书，以满足授权需要。

Keep a record of workshop attendance and training certificate.

4. 向教师推荐适合的培训机会。

Make recommendations regarding professional development opportunities on and off campus.

四、沟通交流 Communication

1. 保持 IBO 与学校的联络，及时回应 IBO 的相关要求，反映项目实施中的实际问题和疑惑。

Ensure that all requirements of the IB concerning the implementation of the programme are adhered to.

2. 关注 IB 最新动态，及时了解项目的最新要求。

Responsible for circulating the newest updates and requirement from IB.

3. 传达 IB 最新相关信息，确保学习者社区成员知晓项目进程。

Circulate all relevant information received from the IB and ensure that teachers and other staff are kept up to date with current developments in the programme.

4. 推广 My IB 的注册和使用。

Promote the use of My IB within the school community.

5. 与幼儿园、DP 项目协调员保持联系沟通，确保项目的有效衔接及统一性和连贯性。

Provide a liaison among kindergarten, DP coordinators to keep the efficiency and coherence of the programme.





6.与整个 PYP 社区保持沟通和联系。

Provide outreach to the wider PYP community.

五、资源管理 Resource management

1.负责向学校推荐购买支持探究项目实施的资源，使之能有效地推动项目的实施。

Make recommendations for the purchase of suitable resources to support the implementation of the programme.

2.负责图书馆、资源中心、年级资源库的建立与完善。

Be responsible for the establishment of the library, an inventory of resources and database for each grade to facilitate efficient collaboration.

