



Shaping local leaders and global learners

Policies and Procedures

Section Five - Personnel

Policy 550.650 - Role Responsibilities Model United Nations Coordinator

INTRODUCTION

The primary function of the MUN Coordinator is to ensure the successful implementation of the Model United Nations program. This person will be responsible for both the managerial tasks and the students in the program. The coordinator will work collaboratively with teaching staff, administrators, and parents to implement the program and will be expected to maintain effective working relationships with all members of the VIS school community.

QUALIFICATIONS / SKILLS:

- Professional training and certification as outlined in Policy 530.1 – Professional Staff Qualifications. (*minimum Bachelor's Degree, Master's Degree in Education preferred*)
- Minimum of 2 years of successful classroom teaching
- Strong organizational skills
- Strong interpersonal skills
- Effective communicator (verbal and written)
- Demonstrated ability to lead
- Demonstrated integrity and initiative
- Student-centered in decision making
- Capability to travel internationally (ability to get international visas)

PERFORMANCE RESPONSIBILITIES:

General

1. Positively promote involvement in the programs (assemblies, posters, website, etc)
2. Develop comprehensive handbooks for the program.
3. Be responsible for the development, implementation, and expansion of the program.
4. Communicate expectations for staff and students participating in the program.
5. Develop and maintain a system for monitoring students in the program.
6. Develop an effective communication system for progress and performance reporting.

7. Report on the progress of students to staff and parents.
8. Report discipline issues to the Principal. Disciplinary decisions will be made in collaboration with the Principal.
9. Demonstrate leadership by collaborating with the Principal in evaluating the success of the program. This may include surveys, questionnaires, and participation reports.
10. Collaborate with the Finance Department to ensure that all financial policies/procedures are followed.
11. Meet monthly with the Division Principals and provide regular updates on all program activities.
12. Develop/implement promotional strategies for the program. (e.g. publicity of participation in events, etc.)

Model United Nations

1. Ensure all students and parents are fully aware and supportive of MUN program expectations.
2. Appoint students in the various roles required for MUN.
3. Organize student meetings
4. Recruit/manage staff for roles in the program.
5. Provide notice of events to students, staff, and parents well in advance of any event.
6. Ensure students follow all school procedures during MUN events.
7. Provide feedback to students and parents related to performance during MUN events.
8. Develop MUN international trips. (follow school policies for the approval process and the execution of the trip)

REPORTS TO:

Head of School, Division Principals, or designate

TERMS OF ASSIGNMENT:

Appointment for one academic year

Approval Date: November 9, 2022