



Job Title: Teacher Advisor IB PYP

Exemption Status/Test: Exempt

(International Baccalaureate Primary Years Program)

Reports to: Campus Principal

Date Revised: February 2025

Dept./School: Campus assigned

Pay Grade: 100

Primary Purpose:

Coordinate and support the International Baccalaureate (IB) Primary Years Program (PYP) for grades K-5, including working with staff to oversee implementation, establish a school PYP leadership structure, facilitate effective school partnerships to include vertical articulation, provide support to teachers and students regarding PYP certification, coordinate a program of community service for students, create and maintain school-based training opportunities, prepare publications and promotional materials, program monitoring and regulation compliance, and budget management.

Qualifications:

Education/Certification:

- Bachelor's degree from an accredited university
- Valid Texas teaching certificate

Experience:

- Minimum of three (3) years of teaching experience

Special Knowledge/Skills:

- Ability to apply knowledge of current research and theory in a specific field
- Ability to establish and maintain effective working relationships with students, staff, and the community
- Ability to communicate clearly and concisely in both oral and written form
- Ability to perform duties with awareness of all district requirements and Board of Education policies

Major Responsibilities and Duties:

Program Management

1. Ensure the proper development, documentation, implementation, and evaluation of the PYP in accordance with the IBO's norms.
2. Oversee all aspects of the PYP program authorization from the IBO.
3. Plan, implement, review, and evaluate the PYP program annually with staff and administration.
4. Develop and establish programs for the orientation of new and returning teachers in collaboration with the other members of the Leadership Team.
5. Collaborate with the Leadership Team to identify annual professional development priorities and create the professional development plan and experiences for the school, including PYP/IB training for continuing and new staff.
6. Serve as a consultant and provide professional development sessions and instructional coaching for faculty, aligned with the PYP and programme needs.
7. Meet weekly with grade-level teams to guide common curriculum planning and follow up with students who may need additional support.

8. Responsible for overseeing the PYP Exhibition, maintaining an archive of the exhibition from year to year.
9. Ensure that the PYP Exhibition Project procedures, preparation, and implementation meet the IB requirements and guidelines.
10. Develop and coordinate a recruitment plan to expand the PYP program for assigned campuses.
11. Oversee the quality of PYP Unit Planners, ensure that appropriate attention is given to differentiation, and ensure that the curriculum in the Primary Years is fully documented and recorded in the Learning Management System.
12. Communicate with the IB on all matters concerning PYP organization, implementation, and evaluation.
13. Maintain accurate school information in the IB Information System (IBIS).
14. Addresses questions and concerns about the PYP program in a positive manner
15. Updates and maintains information about the PYP program on the school's websites.
16. Supports and assists parents and students interested in the PYP program.
17. Collaborates with district staff on magnet processes and timelines
18. Monitors magnet applicant numbers and available magnet seats to ensure maximum enrollment
19. Coordinates community outreach events based on the magnet timeline and the needs of the PYP program
20. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____