

IB PYP Head of School Role

Leadership

- ❑ In collaboration with the PYP Coordinator and staff provide a vision, mission, and purpose for the school that connects IB standards and practices with District and State standards and curricula
- ❑ In collaboration with the PYP Coordinator and staff ensure that all organizational, academic, and social emotional practices are implemented according to school policy
- ❑ In collaboration with the PYP Coordinator and the Pedagogical Leadership Team, develop and implement systems for communication with the community

Community Building

- ❑ In collaboration with the PYP Coordinator, Pedagogical Leadership Team and staff guide the development of a caring community that includes all stakeholders in the school
- ❑ In collaboration with the PYP Coordinator, Pedagogical Leadership Team and staff ensure the teaching, learning, and implementation of the IB Learner Profile
- ❑ Provide consistent and accurate information to the community regarding the IBPYP
- ❑ Actively engage in and support the Parent Teacher Association (PTA) and the School Accountability Committee (SAC)

Instructional Leadership

- ❑ In collaboration with PYP Coordinator ensure teachers understand current educational best practices in relation to the IBPYP and the inquiry framework for instruction
- ❑ Assist teachers in using and analyzing data from a range of pre-assessments, formative assessments and summative assessments to drive instruction
- ❑ In collaboration with the PYP Coordinator implement common assessment practices and systems for record keeping that align with our IB Assessment Policy
- ❑ In collaboration with the PYP Coordinator and Pedagogical Leadership Team develop and deliver professional development to teachers

Management

- ❑ Demonstrate conflict management skills, problem solving, resource allocation, prioritization, data analysis, collaborative decision making, relationship building, group facilitation, writing, and speaking skills
- ❑ Demonstrate knowledge and use of the IB standards and practices and District policies, procedures, employee contracts, and legal requirements
- ❑ Determine staffing levels and budget requirements, develop alternatives and make decisions in crises situations, utilize collaborative decision making skills, maintain student safety and carry out student discipline through the implementation of restorative practices
- ❑ Directly supervise teachers, classified employees, and special education personnel. Responsibilities include interviewing, hiring, and training employees (planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems).

Programme Administration

- ❑ In collaboration with the PYP Coordinator and the Pedagogical Leadership Team, develop and support teachers in implementing the practices outlined in our Special Education, Language and Assessment Policies
- ❑ Stay current with updated IB documents for example, the Enhanced PYP
- ❑ In collaboration with the PYP Coordinator and Pedagogical Leadership Team ensure the successful implementation of the Programme of Inquiry (horizontally and vertically aligned)
- ❑ In collaboration with the Digital Teacher Librarian and the Technology Committee, assist teachers and students with selecting work samples and maintaining portfolios