

The International School Mainfranken is an international learning community dedicated to providing a quality education for every student, while promoting international appreciation and perspective. Our learning community is based on the concepts of shared responsibility and respect among staff, teachers, parents, and most importantly the students.



Our Mission

The International School Mainfranken (ISM) is committed to offering a holistic, challenging, internationally minded learning experience that develops the social, creative and intellectual aspects of each student.

ISM is looking for an experienced **Middle School Coordinator**.

 Starting 1 Aug 2019	 Apply By 28 Feb 2019	 Minimum Qualification Bachelor	 Cover Letter Required	 Minimum Experience 3 years
--	---	---	--	---

The Middle School Coordinator role is a leadership role with additional teaching responsibilities.

Candidate Expectations:

- At least a Bachelor's degree and a valid teaching credential
- At least 3 years of successful full time teaching
- Experience in an administrative role is an advantage
- Prior experience within an IB program is an advantage
- Ability to work with discretion and maintain appropriate confidentiality
- Maturity and commitment to exercise sound judgement
- Excellent interpersonal and communication skills in English
- Success in providing effective leadership, motivation and guidance to students, staff members and parents
- Ability to work and plan collaboratively with teachers, administrative staff, parents and students
- Strong organizational and time management skills
- Understanding of the relevant school sections and transitional grades
- Ability to demonstrate flexibility and initiative in support of all ISM related activities

If you have further questions, please contact info@the-ism.de.

We use Schrole Connect to manage all teaching applications. If you wish to register your interest with us for a position, please apply through clicking on the following link: <https://iss-schrole.com/school/International-School-Mainfranken>

Candidates interested in the role of Middle School Coordinator will be initially be interviewed by the Head of School and other members of the ISM Leadership team. If the application is successful a second round interview will be requested. The candidate will be provided with the selection criteria/questions to complete and submit prior to the second interview.

Major Duties and Responsibilities:

In addition to the expectations given in the teacher job description, the Middle Years Coordinator:

- Will report to the Head of School
- Will have a timetable allowance for the execution of the assigned duties
- Will line manage all Middle School teachers
- Assist the Head of School in recruiting new Middle School teachers
- Be responsible for the appraisal process of all Middle School teachers in collaboration with the Head of School
- Conduct regular lesson observations, provide constructive feedback and document regular, standards-based evaluations of teachers with the purpose of maximising the quality of instruction for students (in collaboration with the Head of School and Deputy Head of School).
- Develop policies for and oversee the deployment of instructional strategies aimed at effective teaching and learning for all students. This includes the selection and implementation of resources, materials and methods to support students in acquiring conceptual understanding, developing target skills and learning selected content knowledge (in collaboration with the relevant Coordinators and the School Leadership Team).
- Implement and interpret the results of systems to monitor student learning. This includes external assessments used for benchmarking and policies used internally to determine how, when and why teachers employ assessment strategies to regularly measure and promote student learning (in collaboration with relevant Coordinators and the School Leadership Team).
- Oversee and continuously seek to improve the school's reporting processes, including report cards and digital platforms for documenting and communicating student progress and transcripts (in collaboration with the School Leadership Team).
- Develop, document and continuously improve the educational curriculum of the Middle School, using student performance data and feedback from students, teachers and parents, and maintaining alignment with the elementary and high school (in collaboration with relevant Coordinators and the School Leadership Team).

- Recruit, screen and select students for admission to the school's Middle School program (in collaboration with Coordinators, teachers and the School Leadership Team).
- Initiate and sustain meaningful and clear communication between school and home regarding students' progress and goals and school events and developments.
- Think strategically about school improvement and development. Plan and participate proactively in the strategic planning and implementation process (in collaboration with the School Leadership Team).
- Be responsible for the management of all moderate student behaviour management issues and case manage teacher referrals of student behaviour in the Middle School
- Oversee the scheduling of lessons and the assignment of teachers and classrooms to maximise conditions for student learning and growth.
- Will communicate and build relationships with other schools offering Middle Years programs, MYP and other IB programmes throughout the world
- Will ensure that the ISM mission is being utilized, integrated into curriculum across the whole school community
- Will ensure that international mindedness is in actuality being practiced and encouraged throughout all school educational and extracurricular activities
- In collaboration with elementary and high school teachers, ensure that the necessary skills and content are being developed at these levels to ensure IB DP success
- In collaboration with ISM administration and teaching staff, ensure that the assessment and reporting practices are consistent with ISM policies and guidelines and are meeting the requirements put forth in the Cambridge IGCSE and IB standards and practices
- In negotiation with the Head of School be available to be on duty during school holidays for tasks as requested or as appears on the staff calendar.

If you have further questions, please contact info@the-ism.de.

We use Schrole Connect to manage all teaching applications. If you wish to register your interest with us for a position, please apply through clicking on the following link:

<https://iss-schrole.com/school/International-School-Mainfranken>