



CRETE-MONEE SCHOOL DISTRICT 201-U JOB DESCRIPTION

Job Title: Elementary Enrichment Teacher (.6) & IB PYP Coordinator (.4) **Position Level:** Certified/CMEA
Location: Coretta Scott King Magnet School, Various Buildings **FLSA Status:** Salary/Exempt
Reports to: Assistant Superintendent of Teaching & Learning **Date Prepared:** February 2025

Job Summary:

The Elementary Enrichment Teacher & International Baccalaureate Primary Years Programme (IB PYP) Coordinator provides advanced learning opportunities for K-5 students through pull-out enrichment instruction and oversees the implementation and management of the IB PYP program. The position supports staff and administration in curriculum development, professional learning, and authorization processes related to IB PYP, ensuring alignment with the International Baccalaureate Organization (IBO) standards.

Supervisory Responsibility:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Knowledge of the International Baccalaureate Primary Years Programme framework, philosophy, and standards
- Knowledge of instructional strategies that promote inquiry-based learning and student engagement
- Able to design and implement differentiated instruction for gifted and high-achieving students
- Able to lead collaborative planning sessions with teachers to align curriculum with IB PYP standards
- Strong understanding of curriculum development, assessment practices, and data analysis
- Excellent communication skills (written and verbal) to engage staff, students, parents, and the broader community
- Leadership and organizational skills to oversee the IB PYP authorization and evaluation process
- Able to manage multiple projects and tasks effectively
- Committed to fostering an inclusive and stimulating learning environment
- Able to perform duties with an awareness of all District requirements and Board of Education policies

Education, Licensure, & Experience:

- Valid Illinois Teaching Certificate with endorsements appropriate for elementary instruction
- Minimum of 2-4 years of successful elementary teaching experience, preferably in an IB PYP setting or with gifted/enrichment education
- Prior experience in a leadership or coordination role preferred

Essential Job Functions:

Elementary Enrichment Teacher Responsibilities:

- Provide pull-out enrichment instruction for K-5 students identified for advanced learning opportunities
- Plan and implement engaging, differentiated lessons to challenge and support gifted and high-achieving students
- Develop and assess student learning through formative and summative evaluations
- Collaborate with classroom teachers to support differentiated instruction within the regular curriculum
- Maintain communication with parents regarding student progress and enrichment opportunities
- Create an inclusive and stimulating learning environment that fosters creativity, critical thinking, and problem-solving skills
- Utilize a variety of instructional strategies and resources to engage students in meaningful learning experiences
- Maintain accurate records of student progress and attendance



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IB PYP Coordinator Responsibilities:

- Oversee the implementation and management of the IB PYP program within the school
- Lead the PYP application process, including preparation for authorization and evaluation visits
- Provide professional development and training opportunities for staff to ensure effective PYP implementation
- Facilitate collaborative planning meetings with teachers to align curriculum with PYP standards
- Monitor and review PYP curriculum development and assessment practices
- Maintain IB PYP documentation and resources, ensuring compliance with IB standards
- Engage with parents and the community to promote understanding and support for the IB PYP program
- Serve as a liaison between the school and the International Baccalaureate Organization (IBO)
- Coordinate and facilitate student inquiry-based learning experiences and community service initiatives aligned with PYP principles
- Perform other duties as assigned

Physical Requirements:

- Utilization of resources from other work units within the school district is required to perform the job's functions
- Generally, the job requires bending, carrying, climbing, lifting, pushing, pulling, reaching, sitting, standing, and walking along with light physical exertion
- Must be able to occasionally lift, move, or push items of 50 lbs.

Working Conditions:

- Loud environment at a standard acceptable level
- Extremes of temperature and humidity
- Hazards include stairs and communicable diseases

Term of Employment:

- Per Contract

Evaluation:

- Per Collective Bargaining Agreement and Board of Education policy 5:320 *Evaluation*