

Middle Years/Diploma Programme Coordinator

Hiring for 2026-2027

Boca Prep International School is seeking a middle years/diploma programme (MYP/DP) coordinator to join our team. The ideal candidate should be passionate about international baccalaureate education, inquiry-driven instruction, and coaching and growing faculty.

Founded in 1997, [Boca Prep](#) has been an independent school providing a student-centered, college-preparatory, International Baccalaureate (IB) education for students in preschool through 12th grade. The school was IB authorized in 2009 and became an IB World School in 2016, offering all three International Baccalaureate programs, as well as extracurricular activities, community service, performance programs, and the performing arts, all of which are emphasized alongside the highest expectations for academic engagement and attainment. With over 50 countries represented in our student body, Boca Prep has developed its own community with an international perspective. With small class sizes and an experienced, caring faculty, we help students become lifelong learners and global citizens.

Boca Prep is an [International Education Systems](#) (IES) school. Students and faculty from IES schools are members of a worldwide network of international schools that collaborate, share expertise, and facilitate cultural and linguistic exchange. IES schools focus on the individual student through small classes, mentoring, and a personalized learning system. IES schools stress internationalism, whether through IB programmes or national programmes that include an emphasis on internationalism, privilege language learning as a key skill in a globalized world, promote academic rigor, stress the development of character, self-discipline, and learning how to learn, and are flexible about the distinctive needs of the different societies and communities that they serve.

Key Responsibilities:

- Responsible for the coordination and development of the MYP in grades 6-10 and the DP in grades 11-12.
- Ensure that teaching and learning align with internationally recognized standards and research-based best practices.
- Guide teachers in curriculum development and standards-based instruction.
- In conjunction with teachers, develop a comprehensive vertical articulation of skills and content taught within the programmes.
- In conjunction with teachers, develop comprehensive unit planners aligned with programme expectations.
- Track faculty training to ensure the school is in compliance with IB training requirements.
- Lead programme meetings focused on professional development and growth.
- Uphold and model the school's core values and community expectations.

- Teach developmentally appropriate MYP and DP courses as needed.
- In collaboration with colleagues, adapt material and methods to develop relevant sequential assignments and unit & lesson plans that guide and challenge students.
- Lead an extracurricular club to increase student engagement.
- Assist teachers in using MYP rubrics to assess and document each student's performance/progress, both formally and informally, to meet the School's standards.
- Provide consistent and regular feedback to students and their parents through the school's LMS, report cards, and anecdotal comments.
- Be an active member of the Boca Prep school community.
- Use a variety of instructional strategies to meet the needs of diverse learners.
- Foster a safe, respectful, and nurturing classroom environment.
- Assess and monitor student progress through formative and summative assessments.
- Communicate regularly with parents and guardians about student development and learning.
- Collaborate with fellow teachers, specialists, and administrators to enhance instructional practices.
- Maintain subject matter expertise and professional competence by attending faculty development programs, curriculum development meetings, and other professional development opportunities.
- Incorporate 21st-century teaching skills into the curriculum and integrate appropriate educational technology in a 1:1 BYOD classroom.
- Model and foster non-discriminatory practices and a global mindset.
- Be a role model of integrity and professionalism.
- Be a team player; cheerfully participate in and/or assist with pick-up and drop-off, lunch duty, assemblies, field trips, Back to School Night, and other duties and routines regularly part of a PK-12 independent school environment.
- Maintain regular, punctual attendance, including school meetings, professional days, graduation, and other required events.
- Adhere to School policies as described in the Employee Handbook and other materials.

Qualifications:

- Bachelor's degree in Education or a related field (Master's preferred).
- Strong classroom management and communication skills.
- A deep understanding of child development and differentiated instruction.
- Enthusiasm for working with children and collaborating with colleagues.
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school.
- Ability, willingness, and judgment to interact and communicate effectively and positively with all constituents in a school environment.
- Comfortable with ambiguity and change inherent in a school environment; willingness to adapt and pivot as needed.
- Have or complete within one year IB Coordinator training; may be required to complete training over the summer; Boca Prep pays for the training.
- Experience in developing and implementing project-based learning curriculum for young children.
- Commitment to continuous professional growth and development.

- Willingness to be involved in the life of the school.
- Proficiency in the Google Suite (Docs, Sheets, Drive, etc.) is required.
- Excellent verbal, written, and presentation communication skills.
- Preferred: Demonstrated expertise and a minimum of three years of classroom teaching.
- Preferred: Prior experience teaching in an independent or private school setting.
- Preferred: Prior experience in an International Baccalaureate school.

Compensation includes a comprehensive employee benefits package; Boca Prep offers a competitive salary commensurate with background and experience.

Qualified candidates should send a resume/CV, a statement of interest, and salary expectations to Chuck Maddox, Head of School: chuck.maddox@iesmail.com