Bishkek International School

Job Description: Learning Diversity and Inclusion Coordinator

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and friendly environment. The school opened in September 2011 and now has 300 students from age 2 to 18. Fifty-five percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Forty-five percent of students are Kyrgyz citizens. The school welcomes all students regardless of ability, gender, ethnicity, language, or religious belief and everyone is encouraged to take part in all school activities. BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education. As an IB World School we offer the IB Diploma Programme, IB Middle Years Programme (MYP), and IB Primary Years Programme (PYP). We are also a Cambridge International School, with Cambridge Assessment International Education accreditation for the IGCSE programme.

The Learning Diversity and Inclusion Coordinator has overall responsibility for delivery of the BIS Learning Diversity and Inclusion Policy, available here, and for updating this policy according to school procedures, as required to improve our approach to inclusive education. The Coordinator leads a team of part-time staff including the School Counsellor, Occupational Therapist, and Learning Diversity and Inclusion support staff for individual support.

RESPONSIBILITIES

Learning Diversity and Inclusion

1. Establish and maintain a Learning Diversity and Inclusion team from school staff and external resources so that the school can professionally address a wide range of Learning Diversity and Inclusion needs, including:
    - Autism spectrum/Asperger's syndrome
    - Learning disabilities
    - Medical conditions
    - Mental health issues
    - Multiple disabilities
    - Physical and/or sensory challenges
    - Social, emotional and behavioral difficulties
    - Specific learning difficulties
    - Speech and/or communication difficulties
2. Ensure provision of prevention, assessment and remediation services for students who may exhibit difficulties in any of these areas.
3. Develop treatment plans and identify interventions and education materials for the purpose of minimizing the adverse impact of identified needs and share the approaches with colleagues.
4. Create and implement Individualized Educational Programs (IEPs) for Learning Diversity and Inclusion needs students.
5. Collaborate with other school staff to best meet the Learning Diversity and Inclusion needs of all students.
6. Liaise with parents and other professionals to ensure a collaborative approach and to keep parents informed of their child's progress.
7. Provide professional support in one (or more) of the key areas of Learning Diversity and Inclusion needs.
8. Monitor the teaching and learning activities being implemented in the school to meet the needs of students with Learning Diversity and Inclusion needs.

9. Encourage all members of staff to recognize and fulfil their responsibilities to students with Learning Diversity and Inclusion needs, and disseminate good practice across the school.
10. Provide training opportunities for teachers and Co-teachers and work with colleagues to deliver training on specific intervention programs.
11. Identify resources needed to meet the needs of students with IEPs and advise management accordingly.
12. Work with Programme Coordinators to produce relevant planning documents and attend relevant Programme meetings.
13. Plan, keep and report appropriate records to school management and parents.

Other Responsibilities

1. Supervise relevant Community Service projects for High School and Middle School students (as required, according to student needs and teacher allocations).
2. Organise and lead extra-curricular activities and student engagement to promote positive interactions among students of all ages and develop their academic, creative and sporting potential.

General

1. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the Director of Studies.
2. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management
3. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
4. Maintain high quality standards in all areas of the school
5. Any other activities as agreed with management to contribute to overall development of the school.

REPORTING

Report to the Director of Studies

Work closely with the Programme Coordinators for MYP, IGCSE and DP, as appropriate.

TIMING & DURATION

The position is available starting 17 August 2020. This is a full-time long-term position with an initial contract of two or three years (subject to 3 months' probation) which will be renewable by mutual consent.

REMUNERATION

Salary and benefits are internationally competitive, including:

- Housing allowance
- Medical insurance
- Travel allowance
- Professional development opportunities

REQUIREMENTS

- University Degree in an area related to Learning Diversity and Inclusion.
- Experience of working in inclusive education in the education sector
- Genuine enjoyment of working with students and ability to enable a wide range of students to reach their academic and social potential.
- Ability to plan strategically, to set and meet deadlines and to implement plans
- Capable of developing new educational programmes

- Excellent interpersonal, team leadership and membership skills
- Able to communicate well with students, staff and parents and gain their confidence and respect
- A commitment to Professional Development
- Excellent spoken and written English

DESIRABLES

- Familiarity with the IB PYP, IB MYP, Cambridge IGCSE and IB Diploma programmes
- Additional language skills
- Experience in an international environment

APPLICATION

- Send your application in English by email to hr@bis.kg
- Include: (i) a brief cover letter summarizing your suitability for the post and the reason for applying; (ii) your CV; (iii) a list of three referees with contact details.

Deadline for Applications

Interviews and appointment will be arranged as soon as appropriate applications are received. Early application is advised.