

Bishkek International School

Job Description: Assistant Registrar

(Ministry of Education & Science, Accreditation, Records, Exams & Reports)

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 380 students from age 2 to 18. Fifty percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Fifty 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, and fully accredited with the Ministry of Education and Science to educate the national school curriculum and set Grade 9 and Grade 11 examinations for registered students.

ROLES & RESPONSIBILITIES

School Accreditation with the Ministry of Education and Science (MoES)

1. Establish and maintain positive relations with key individuals in the MoES.
2. Act as the main liaison between BIS and the MoES, and provide any essential MoES directly to the BIS Management Board
3. Maintain up to date information on all MoES requirements for the school, including current accreditation process and requirements.
4. Prepare all required information for the MoES and submit to the MoES in the required format, following approval from the Head of School or Head of Administration, including the annual curriculum timetable to match MoES requirements.
5. Ensure that the school is always fully accredited and is compliant with licence terms issued by the MoES.

Student Records and Reports as required by the MoES

1. Support the Registrar and Admissions Officer in processing new student records, including requesting transcripts and records from other schools, setting up student folders and entering student data into appropriate databases.
2. Ensure that the official school report for each enrolled Kyrgyz citizen, and citizens of the CIS, is provided to BIS by parents when each student is enrolled.
3. Keep all official original school reports for each enrolled Kyrgyz citizen, and citizens of the CIS, in a secure fireproof location, in sequential order, to enable other members of staff to find them when required.
4. Update the official school report (lichnoe Delo) for every enrolled Kyrgyz citizen, and citizens of the CIS, annually and ensure that all local student records are kept up-to-date.
5. Provide an accurate list of all national curriculum students in each grade to the National Curriculum Coordinator and to all teachers who complete 'red books'.

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6. Ensure that all teachers who complete 'red books' are trained in how to complete these books, and that the 'red books' for all grades and subjects are updated at least weekly for every student in the list of national curriculum students.
7. Ensure that official school reports are given to parents (against signature) if a student leaves the school prior to completing their final state examinations for the national curriculum.
8. Support the Registrar with any student withdrawals, and transfer of students and process applicable records.
9. Support the Registrar in maintaining physical and computerized records including student folders with class allocations, schedules, progress reports, behavior reports, incident reports, permission slips etc.
10. Maintain confidentiality of student information.

Exams Officer for State Examinations

1. Support the National Curriculum Coordinator in organizing **State Exams** to meet examination requirements, including:
 - i. Follow all rules and procedures as defined in MoES regulations.
 - ii. Ensure that all eligible students in Grade 9 and Grade 11 (according to state standards) take test examinations at the approved test centre.
 - iii. Ensure that eligible students are registered and notified in good time and work with subject teachers to ensure they are prepared and fulfil all requirements to take official examinations.
 - iv. Notify teaching and administration staff in good time about exam requirements including time, location and role during examination.
 - v. Ensure that students are notified on the examination location, required documents and registration procedures.
 - vi. Oversee the official examination process.
 - vii. Ensure that students and parents are notified about any issues arising, including examination results, in accordance with policies and procedures.

Back-up and support for the School Registrar

1. Provide support as required to the School Registrar for IGCSE and SAT examinations.
2. Provide support as required to the School Registrar for the school timetable and timetable adjustments for exams etc.
3. Provide support as required to the School Registrar to maintain overall student records, awards, reports and transcripts.
4. Provide support as required to the School Registrar for school and staff profiles and the school archive.

General

1. Provide administrative support for organization of school events, including negotiations and contract management with suppliers, as directed by the Head of Administration.
2. Provide interpretation and translation support for events and documents as requested by the Head of School or Head of Administration.
3. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management

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4. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
5. Maintain high quality standards in all areas of the school
6. Any other activities as agreed with management to contribute to overall development of the school.

REPORTING

Report to the School Registrar and to the Head of Administration as appropriate.

Work closely with the National Curriculum Coordinator

Requirements

- University Degree
- Experience of working in a school environment in the Kyrgyz Republic
- Knowledge of Ministry of Education and Science Requirements
- Fluency in spoken and written English and Russian
- Ability to plan strategically, to set and meet deadlines and to implement plans
- Excellent interpersonal, team leadership and membership skills
- Able to communicate well with students, staff and parents and to gain their confidence and respect

Desirables

- Kyrgyz language skills
- Prior experience in an international teaching environment

Application

- Send your application in English by email to hr@esca.kg by Monday 16th January 2023.
- 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.