

Bishkek International School

Job Description: Learning Resources Explorer & Guide

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 400 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.

RESPONSIBILITIES

Help students to access and use library resources

1. Provide a safe and welcoming environment that nurtures students' curiosity, facilitates inquiry, promotes the IB Learner Profile, lifelong learning and reading:
 - (i) Provide and maintain a comfortable, safe and visually appealing environment;
 - (ii) Display, and provide easy access to visually appealing nonfiction books;
 - (iii) Display and present literature promoting the IB Learner Profile and international-mindedness;
 - (iv) Provide easy access to different kinds of information sources (print and electronic);
 - (v) Display student questions to signal that questions and wonderings are valued (Wonder Wall, inquiry journals) and making time for questions;
 - (vi) Act as a role model by demonstrating curiosity and wonderings.
2. Involve parents and community members in reading to students and developing their interest in books.
3. Organize activities and events to encourage school-wide reading and use of library services.
4. Oversee student groups in the library; educate them to follow library etiquette and discipline.
5. Ensure all education resources are well cared for and accounted for with library check-out/check-in system.

Development and administration of library resources

1. Support the Librarian to:
 - (i) Continuously develop a collection that promotes international mindedness and the IB Learner Profile, supports units of inquiry in particular, and inquiry-based teaching and learning in general, reflects the diversity (learning styles, cultures, beliefs and mother tongues) and interests of our community
 - (ii) Involve the community (teachers, students and parents) in the development of the collection (e.g. Wish List)
 - (iii) Compile, curate and provide easy access to print and electronic resources which support units of inquiry and promote the IB Learner Profile, international mindedness, and key concepts through resource lists
 - (iv) Provide access to local and global information sources (print, electronic, people)
 - (v) Share and provide access to PD online resources (e.g.: only2clicks, Twitter/pypchat, blogs)

- (vi) Build a regional network with international school libraries within Central Asia to share best practice and design interschool initiatives.

2. Support the Librarian to:

- (i) Administer the library facilities to ensure that they are always well presented and everything is in the correct place, and work with staff and students to maintain order
- (ii) Maintain clear records of loss and damage and work with the to manage the 'book deposit scheme' for students.
- (iii) Establish and maintain online learning resources available to BIS students and staff.
- (iv) Organising the 'Book Club', including order catalogues, providing parents and students with updates, order books and ensure the proper delivery of books.

Teaching Responsibilities

1. Support the Librarian in designing and implementing a library education programme for school students.
2. Help students acquire the information literacy skills needed as inquirers, lifelong learners and readers:
 - (i) Assist students in developing information literacy skills when and where they are needed.
 - (ii) Through online tutorials and pathfinders help students in practicing skills in their own time.
 - (iii) Through detailed newsletter articles and interactive workshops enable parents to understand the skills we teach and the resources we use, so that they can follow up and support the inquiries from home.
 - (iv) Act as a role model in being an inquirer, information seeker and reader.
3. Set teaching and learning programmes for each class for 'use of learning resources' in accordance with the main educational programme.
4. Differentiate instruction to meet the individual needs of each student having regard to their abilities and aptitudes.

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 Librarian

Requirements

- University Graduate.
- A love of books and enjoyment in sharing this enthusiasm with others.
- Genuine enjoyment of working with preschool and primary school students to inspire them to use library resources effectively.

- Ability to enable a wide range of children to develop their academic and social potential.
- Excellent interpersonal, team leadership and membership skills.
- Able to communicate well with students, staff and parents and to gain their confidence and respect.
- Clear understanding of research methods and ability to teach students research skills.
- Very good spoken and written English.
- Relevant education or experience working in a library with children is a strong asset.

Application

- Send your application in English by email to hr@esca.kg by April 22, 2024.
- 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.