

# Bishkek International School

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## Middle School Counsellor

Bishkek International School is a non-profit community school providing excellent international education in a safe, supportive and happy environment. The school opened in September 2011 and now has over 400 students from age 2 to 18. Fifty percent of our students are foreign 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, offering the Cambridge IGCSE programme in Grades 9-10.

### RESPONSIBILITIES

#### Counseling individual students and families

1. Provide students with an opportunity to talk about their educational, vocational, and personal/social concerns.
2. Identify students in need of special services, placement, motivation, support, etc.
3. Assist students in building self-esteem and developing decision-making, problem-solving, and positive personal relations' skills.
4. Help students develop better study habits, learn to use their time more effectively and develop other attitudes that help make learning easier.
5. Provide individual and group counselling and guidance to help students develop socially, emotionally, academically, and psychologically.
6. Consult with parents/guardians, teachers, and staff about the special needs of students and make appropriate referrals.
7. Provide appropriate appraisal services to assist teachers, parents/guardians, and students.
8. Administer tests and utilize test data and other available information to identify the interests, achievement, and aptitudes of all students for the purpose of assisting students in selecting appropriate curricula, activities, special programs, and personal/social needs.
9. Plan with teachers, principal, parents/guardians, and student's steps for modifying student behavior.
10. Prepare and support Individualized Education Plans for emotional and behavioral needs of individual students, as agreed with the LDIC Coordinator.
11. Utilize community resources in addressing the needs of students.
12. Ensure confidentiality of counselling sessions, conferences, student's records, etc.

#### Resources for the community

1. Provide information on the counseling service and the role of the counselor to students and staff.
2. Provide guidance to school staff in support of student social-emotional needs.
3. Assist with orientation programs for students, parents/guardians, and staff.
4. Serve as resource for and liaison between schools, community agencies, teachers, students and parents and takes an active part in interpreting the school's objectives to parents and the community at large.
5. Provide information and resource services for students, parents/guardians, and staff.

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## Other responsibilities

1. Organize and manage extra-curricular activities that promote positive interactions among students of all ages.
2. Plan, keep and report appropriate records to school management and parents.
3. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the Learning Diversity, Inclusion and Counselling Coordinator.
4. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management.
5. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times.
6. Maintain high quality standards in all areas of the school.
7. Any other activities as agreed with management to contribute to overall development of the school.

## REPORTING

Report to the Learning, Diversity, Inclusion and Counselling Coordinator.

Liaise closely with the Primary School and High School Counsellors.

## TIMING & DURATION

The position is available starting Wednesday 14 August 2024 for an initial 12 month contract, which may be extended.

## REQUIREMENTS

- University Degree in Psychology or a related subject.
- Experience of providing counselling support for teenagers
- Genuine enjoyment of working with students and ability to enable a wide range of students to reach their academic 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

- Experience of working with Middle School children.
- Additional language skills.
- Prior experience in an international environment

## APPLICATION

- Send your application in English by email to [hr@bis.kg](mailto: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.