

# Bishkek International School

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## Job Description: Co-Teacher for pre-school

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.

### ROLES & RESPONSIBILITIES

1. Work with the Homeroom Teacher in the assigned class, to develop and deliver an educational programme based on the IB primary Years Programme for children in the assigned year group;
2. Differentiate instruction to meet the individual needs of each student to be socially and academically successful having regard to the abilities and aptitude of individuals;
3. Develop and deliver Russian language acquisition education programs for the class group;
4. Provide a positive learning environment for each student;
5. Integrate ICT in the teaching programme and be creative in working with limited resources;
6. Plan, keep and report appropriate records to school management and parents;
7. Organize and manage extra-curricular activities that promote positive interactions among students of all ages;
8. Take an active role in the development of the school in partnership with the Preschool Coordinator and other staff.

### 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

The Co-Teacher reports to the Homeroom Teacher for overall work, and to the Head of Languages for language teaching.

### Requirements

1. University degree in related area;
2. Team work skills, marketing skills, skills of working in multicultural environment;

3. Great skills of an interpersonal communication. Skills of communication with target audience;
4. Computer skills, skills of using office equipment;
5. Excellent English and Russian language skills, Kyrgyz is desirable .

#### **Desirables**

- Other language skills

#### ***TIMING & DURATION***

This is a full-time position (subject to 3 months' probation) which will be renewable by mutual consent.

#### **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.