

Bishkek International School

Job Description - Learning Diversity and Inclusion Specialist

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 450 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, with the Cambridge IGCSE programme in Grade 9-10, and accredited by the Ministry of Education for the national curriculum programme.

The Learning Diversity, Inclusion and Counselling (LDIC) Department is led by the LDIC Coordinator to meet the diverse learning needs of a wide range of students.

RESPONSIBILITIES

Learning Diversity and Inclusion

1. Support the LDIC Coordinator in developing the inclusive education team from school staff and external resources so that the school can professionally address a wide range of inclusive education 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. Support the LDIC Coordinator to ensure provision of prevention, assessment and remediation services for students who may exhibit difficulties in any of these areas.
3. Develop support 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 inclusive education needs students assigned by the LDIC Coordinator.
5. Collaborate with school staff, including teachers and Management Board, to best meet the needs of individual students assigned by the LDIC Coordinator.
6. Provide targeted support in executive functioning, organisation, processing speed, working memory, study skills, and exam-related anxiety.
7. Support the implementation of access arrangements and reasonable adjustments, in line with IB and Cambridge regulations, under the guidance of the LDIC Coordinator.
8. Review external professional reports and support application of recommendations into practical, school-based strategies.
9. Support students in developing self-advocacy skills and understanding their learning profiles.
10. Assist with transition planning (Primary–Middle, Middle–High, IGCSE–DP) students with Specific Learning Difficulties and/or any neurological conditions.

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11. Liaise with parents of designated students, and other professionals as required, to ensure a collaborative approach and to keep parents informed of their child's progress.
12. Provide professional support to staff in one (or more) of the key areas of inclusive education needs.
13. Support the LDIC Coordinator in monitoring teaching and learning practice in the school to meet the needs of students with inclusive education needs.
14. Encourage all members of staff to recognize and fulfil their responsibilities to pupils with inclusive education needs and disseminate good practice for inclusive education across the school.
15. Provide training opportunities for teachers, and work with colleagues to deliver training on specific intervention programs.
16. Identify resources needed to meet the needs of pupils with IEPs and advise management accordingly.
17. Communicate regularly with parents and teachers of assigned LDI students to ensure a transparent and coherent approach from all parties.
18. Plan, keep and report appropriate records to school management and parents.
19. Respect the confidentiality of student information and respond sensitively to student's needs providing assistance with care and welfare and with the learning activities undertaken.
20. Take an active role in development of the LDIC Department, in partnership with other staff.

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 LDIC Coordinator.
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 LDIC Coordinator

TIMING & DURATION

The position is available starting 12 August 2026. This is a full-time long-term position with an initial contract of 2 or 3 years which will be renewable by mutual consent.

REQUIREMENTS

- University Degree in Child Psychology, Educational Psychology, Special Needs and or related subjects.
- Recognised teaching qualification or equivalent professional qualification.
- Experience working in a school.
- 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

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- 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 teaching in the IB PYP and MYP
- Teaching experience in an international environment
- Additional language skills

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.