

Bishkek International School

Community Liaison Officer

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.

Job Purpose

The Community Liaison Officer (CLO) serves as a bridge between the school and its diverse community of families. The CLO plays a central role in promoting inclusive and effective parental engagement, supporting positive parent-school relationships, and helping families navigate the school culture and systems. By fostering trust, understanding, and collaboration, the CLO enhances student success and family satisfaction within the school community.

RESPONSIBILITIES

Parental Engagement

1. Design and implement strategies to encourage active and positive parental participation in school life.
2. Facilitate communication between parents and school personnel, ensuring accessibility and cultural sensitivity.
3. Organize parent information sessions, workshops, and cultural events that reflect the school's international diversity.
4. Full engagement with, and support for, all of the schools existing cultural and creative events, with a focus on enhanced parental engagement in these events.

Communication Support

1. Act as a point of contact for parents who may need additional support due to language or cultural barriers.
2. Translate or arrange for interpretation services when needed to ensure families understand school policies, events, and expectations.
3. Assist school personnel in developing culturally responsive communication strategies.

Community Building

1. Foster a welcoming environment for new families through orientation programs and ongoing support.
2. Lead the BIS Transitions Committee to support families and students arriving at, and leaving, BIS.
3. Act as the school liaison with the BIS Parents Association, and encourage the association to become a more broadly based community association.
4. Support the Alumni Officer in sustaining the wider BIS community of families and students who have moved on from BIS to other countries, or universities and careers, to continue as Taigan Ambassadors.
5. Promote intercultural understanding through events, campaigns, and storytelling via BIS social media.

Conflict Resolution

1. Mediate concerns or misunderstandings between families and school personnel, ensuring respectful and productive outcomes.
2. Collaborate with school leadership and pastoral care teams to proactively address and resolve community issues.

Administrative & Strategic Support

1. Maintain records of community engagement activities and feedback.
2. Provide input to school leadership on trends, needs, or concerns among families.
3. Support school initiatives around inclusion, diversity, and community wellbeing.

General

1. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management
2. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
3. Maintain high quality standards in all areas of the school
4. Any other activities as agreed with management to contribute to overall development of the school.

REPORTING

Report to the BIS Management Board

TIMING & DURATION

The position is full time. Starts within a month after the interview.

REQUIREMENTS

- Bachelor's degree in education, communication, community development, or related field.
- Experience working in international, multicultural, or educational settings.
- Proven ability to build trust and work effectively with families from diverse linguistic and cultural backgrounds.
- Excellent interpersonal and communication skills in English and Russian; additional languages an asset.
- Strong organizational skills and ability to manage multiple projects or events.
- Culturally sensitive and inclusive mindset
- Warm, empathetic, and approachable
- Problem-solver and proactive communicator
- Committed to the mission and values of international education
- Enthusiastic about building a supportive and cohesive school community

SAFEGUARDING

BIS is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undergo appropriate background checks and adhere to the school's safeguarding policies.

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: NA