

ESCA- Bishkek International School

Job Description: Preschool Coordinator & Teacher

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 over 180 students with more students joining every term. Sixty percent of our students are American, Asian and European citizens, children of employees of embassies, international organizations and international business or NGOs. Forty 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. As an IB World School offering the IB Diploma, we are also in the authorisation process for IB PYP and IB MYP and have Cambridge International Examinations Accreditation for the IGCSE programme.

Preschool covers three years starting as age 2+, 3+ or 4+ in September, with 5+ age children entering the Primary 1 class in the school.

Responsibilities

1. Overall responsibly for Preschool to ensure that staffing is appropriate, staff is trained and they provide appropriate education and safe environment for students and effective communications with parents.
2. Work with the Head of Primary School (PYP Coordinator) to develop and deliver an education programme based on the IB Primary Years Programme for children in the assigned year group;
3. Differentiate instruction to meet the individual needs of each student to be socially and academically successful having regard to the abilities and aptitudes of individuals;
4. Take overall responsibly for the assigned year group and provide a positive learning environment for each student;
5. Differentiate instruction to meet the individual needs of each student to be socially and academically successful having regard to the abilities and aptitudes of individuals
6. Provide a positive learning environment for each student where the child learns through developmental play and creative activities.
7. Utilize technology to enhance learning at home and in the classroom and be creative in working with limited resources;
8. Plan, keep and report appropriate records to school management and parents;
9. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with the Head of Primary School;
10. Take an active role in development of the school in partnership with the Head of Primary School and other staff;
11. Act in accordance with the budgets, policies, procedures, directions and decisions of the school management;
12. Maintain high quality standards in all areas of the school;
13. Act as ambassador for the school and act in a manner that upholds the values and ethos of the school at all times
14. Any other tasks as decided by management that contributes to the provision of quality education for children or the effective development of the School.

Reporting

ESCA- Bishkek International School

The Preschool Coordinator reports to the Head of Primary School

Timing and Duration

The position is available **starting 25 August 2017**. This is a full time long-term position with an initial contract of three years (subject to 3 months' probation) which will be renewable by mutual consent.

Remuneration

Salary and benefits are competitive.

Requirements

- University Degree in an area related to preschool education
- Proven experience of working in a preschool environment
- Genuine enjoyment of working with preschool students and proven ability to enable a wide range of students 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
- A commitment to Professional Development
- Near native fluency in spoken and written English

Desirables

- Full teaching qualification for preschool age children
- Familiarity with the IB Primary Years Programme
- Other language skills

Application

- Send your application in English by email to hr@esca.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.