

# Bishkek International School

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## Job Description: Inclusive Education Support 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 270 students from age 2 to 18. 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. BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education. As an IB World School offering the IB Diploma and IB Middle Years Programme (MYP), we are in the authorisation process for the IB Primary Years Programme (PYP). We are also a Cambridge International School, with Cambridge Assessment International Education accreditation for the IGCSE programme.

This position is to work one-on-one with SEN student(s). This position is to assist inclusive education and general education teachers in implementing programs for SEN students. The support staff may provide assistance both to teachers and students in both homeroom and specialist classes.

### RESPONSIBILITIES

#### Inclusive Education Support

1. Work with individual student(s) or small groups of students assigned by the Inclusive Education Coordinator to support their inclusive education needs, under the direction of the inclusive or general education teacher, in a program outlined in the student's Individualized Educational Programs (IEPs)
2. Collaborate with school staff, including teachers and Management Board, to best meet the needs of individual students assigned by the Inclusive Education Coordinator.
3. Liaise with Coordinator regarding necessary parent communication of designated students, and other professionals as required, to ensure a collaborative approach and to keep parents informed of their child's progress.
4. Support the Inclusive Education Coordinator in monitoring teaching and learning practice in the school to meet the needs of students with inclusive education needs.
5. Use effective instructional and classroom management strategies to engage SEN students in their general education and subject specialist classroom activities
6. Assist students in accessing the general education curriculum and program
7. Assist with progress monitoring tasks and other record keeping duties as assigned.
8. Assist teachers and students in providing accommodations and/or modifications as specified in each students' Individualized Education Plan.
9. Assist with the supervision of the student(s) during school arrival and dismissal times, lunch, recess, and on field trips
10. Alert the teacher to any problem or special information concerning student learning or safety

#### Extra-Curricular Activities

11. Support student(s) participation in a variety of extra-curricular activities that promote positive interactions among students of all ages to develop their academic, creative and sporting potential.

#### General

1. Plan, keep and report appropriate records to school management and parents
2. Maintain knowledge of current educational theory and practice and undertake professional training in liaison with program coordinators and the Director of Studies.

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

## REPORTING

Report to the Inclusive Education Coordinator and to the Primary Homeroom Teacher for student(s) assigned.

## REQUIREMENTS

- Qualified Teacher or an experienced graduate with relevant experience
- Genuine enjoyment of working with school students and proven ability to enable a wide range of children to develop their academic and social potential
- Ability to plan strategically, to set and meet deadlines and to implement plans
- 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

- Familiarity with special needs education.
- Additional language skills.
- Prior teaching experience in an international environment.

## Application

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