



## **Escuela Bilingüe Internacional (EBI)**

### **Job Description**

*Job Title:* Early Years Programs Facilitator (PK-1)

*Job Class:* Full Time, Exempt

*Reports to:* Principal (PK-1)

*Start Date:* July 1, 2023

EBI is seeking faculty and staff members who, in addition to their specific responsibilities, demonstrate the following:

- Enjoy working in an international, diverse school environment;
- Share in our values of bilingualism, educational excellence, diversity, international mindedness, and character;
- Support the mission and vision of EBI;
- Bring a positive attitude and a sense of professionalism to the School community;
- Embody all attributes of the IB Learner Profile

The Early Years Programs Facilitator (EYPF) is responsible for supporting PK to 1st grade teachers in the coordination and implementation of the PYP curriculum as well as in the development and implementation of the Social Emotional Learning (SEL) program. The EYPF will also be responsible for student life (implementing the student code of conduct) with students. The EYPF is member of the Pedagogical Leadership Team, the student success team (SST), reports and collaborates with the Principal (PK-1), and works closely with the Director of Well-being and DEI to develop our well-being programs and promote the school's DEIB values and goals.

### **Ideal Requirements:**

- Bachelor's Degree in Education or related field required. Master's degree is strongly preferred
- Two or more years of experience as an administrative leader in independent schools is strongly preferred
- Four or more years as a classroom PYP teacher is strongly preferred
- Bilingual in Spanish and English. Native Spanish preferred

- Strong understanding of the physical, social and emotional developmental stages of students ages 3 to 6
- Knowledge and expertise of the IB Programmes, in particular PYP strongly preferred and in building and growing PK-1 programming
- Understanding and commitment to DEIB/social justice, including anti-bias and safe identity educational practices
- Strong knowledge and experience with best practices in Early Years and Elementary curriculum, instruction, and assessment
- Strong knowledge and expertise of education technology and blended learning
- Deep understanding of IB school communities with an ability to design, implement, and evaluate innovative educational programs for multiple constituencies
- Ability to maintain composure, confidentiality, tact, sensitivity, and flexibility during peak stress periods and crisis situations
- Willingness to lead and collaborate with diverse constituencies and teams.
- Flexibility, given the uncertain times we are living through
- Commitment to 21st-century education, including knowledge of the key role of SEL practices in whole child education and international mindedness
- Joyful and empathetic educator who is a strategic thinker and a visionary builder
- A team player looks out for the needs of students, faculty and staff.
- Thoughtful and adept at conflict resolution. Empathetic problem-solver.
- Collaborative leadership style and intentional commitment to life-long learning
- Courage to support and/or make difficult or unpopular decisions, when needed
- Excellent interpersonal, communication, listening, and organization skills
- Willingness to learn and implement the academic and SEL programs

EBI uses a salary scale that is based on education and years of experience and ranges from \$70,000 to \$85,000. EBI also offers a robust compensation package.

## **PYP PROGRAMME RESPONSIBILITIES**

### *Documentation*

- Supports teachers in the coordination and implementation of the PYP curriculum alongside the PYP Coordinator/Principal
- Is familiar with and follows the school's programme of inquiry
- Supports with the implementation and execution of the IB Action Plan at the Alcatraz Campus
- Supports the PYP Coordinator/Principal in the PYP self-study and evaluation process at ALC
- Is familiar with and promotes understanding and use of all the IB documents
- Supports teachers in maintaining a record of completed planners (ManageBac)
- Supports teachers with the record keeping of behavioral incidents in ManageBac
- Support the teachers responsible for, and the students involved in, the PYP to maintain a portfolio and record of student learning, progress and growth

### *Professional development*

- Ensures that staff members are made aware of professional development opportunities

- Makes recommendations for professional development based on informal classroom observations
- Provides professional development sessions and instructional coaching for faculty and staff in alignment with the PYP and programme needs as well as the SEL program as requested by Principal and/or Head of School

### *Resource management*

- Makes recommendations for the purchase of suitable resources to support the implementation of the programme.
- Is responsible for the establishment of an inventory of resources to facilitate efficient management.

### *Communication*

- Sets up systems for communication and collaboration among all staff members involved in implementing the programme
- Supports with parent information sessions as requested by the Principal (PK-1) and/or HoS

## **STUDENT LEARNING, GROWTH and BELONGING**

- Acts as an advocate for students
- Supports in the development and implementation of ongoing student programming that is both fun and builds belonging and community
- Supports the Principal with the implementation of policies, regulations, guidelines, and procedures pertaining to student behavior and attendance
- Communicates with students, parents, and staff in a timely manner regarding student behavior issues
- Serves as an instructional resource for intervention and equity services to support the development and growth of equitable systems and practices
- Supports in the adaptation period of PK students or new students in the school
- Works with SST in providing guidance and motivation for student success and in collaboratively developing academic plans (PK) or behavioral plans (PK-1st) for students who struggle
- Provides support to PK students who have academic plans and provides teachers with strategies and ways to adapt the learning environment
- Provides consultation to staff (PK-1) as necessary to address student behavioral issues and helps develop individual student growth plans for behavior improvement including behavioral strategies, classroom management techniques, and behavioral adaptations/modifications within the classroom
- Keeps a record of behavioral incidents in the ManageBac system
- Attends parent teacher conferences with classroom teachers of students with student growth plans for behavior improvement (PK-1) or academic plans (PK)
- Supports the SST by coordinating and facilitating restorative practices approach to discipline, including No Bully or other similar approaches, and serves as a liaison with key faculty and staff to support a systemic approach
- Supports the Principal and other members of the Pedagogical Leadership Team and in the development and implementation of the IB Primary Years Programme
- Supports the Principal and the Learning Specialist with the implementation of personalized learning, unit assessments, tracking student data and reporting

- Supports the learning specialist in monitoring the developmental growth and learning of all students
- Supports in coordinating special cultural school events and assemblies
- Attends conferences, seminars, and workshops to improve and enhance professional skills

### **FACULTY AND STAFF LEADERSHIP**

- Supports the faculty in the articulation of course objectives, subject objectives, methods and means of assessment through the development of the PYP Program of Inquiry and Pre-Kinder school curriculum, in collaboration with the Principal.
- Works with faculty to develop and implement a rigorous and engaging emergent curriculum that encourages students to reach academic, social and emotional potential in a caring and supportive environment
- Supports the faculty in the implementation of the EBI Signature Programs:
  - PYP/Personalized Learning
  - Spanish Language Acquisition
  - Well-being/DEIB/Restorative Practices
  - STEAM
- Supports the Principal as directed to observe classroom practices and evaluate the academic and SEL programs and the learning process
- Keeps the Principal informed of the general programs, activities, and challenges of the school
- Collaborates with the Pedagogical Leadership Team to identify annual professional development priorities and create the professional development plan and experiences for the school
- Supports Principal as requested, regarding the hiring and retention, and the assignment of faculty
- Supports the orientation of new teachers, in-service training of all School teachers.
- Collaborates with the EBI parent association, Advancement, and the Principals to offer parent education events
- Supports the Principal with report card cycles, including reviewing report cards and comments
- Supports the Principal and the SST with the implementation of student services and plans
- Collaborates with the Principals, the Director of Technology and the PK-8 faculty to optimize the Learning Management Systems
- Serves as a member of the SST (Student Success Team)
- Coordinates and collaborate with the Assistant Principal (2-8), and Director of Well-being and DEI in the development of SEL Programs

### **FAMILY COMMUNICATION**

- Supports Principal with managing communications between the school and families regarding the PK-1 programs
- Attends family coffees
- Supports Principal with planning and presenting informative session for parents

### **COMMUNITY AND STUDENT BEHAVIOR**

- Support the Principal with crisis management consistent with school policies, as needed

- Supports students with conflict resolution if the behavioral situation merits that the intervention occur outside of the classroom
- Conducts informal observations in classrooms to determine behavioral needs and ways to support teachers in classroom management approaches and strategies
- Works with and supports teachers with the implementation of classroom management strategies and approaches
- Supports in the creation of student behavioral growth plans for SEL skill development when determined by the SST (Student Success Team) that a plan is needed

### **ADVANCEMENT**

- Assists in the admission process including supporting Principal with testing and evaluating of applicants for enrollment
- Takes part in the assessment process when determining Kinder readiness of students identified by teachers and SST as those that could benefit from one more year of PK
- Participates in admissions-specific events such as Open Houses, Info sessions, tours, or others as requested by the Principal, Head of School or Advancement Department
- Supports and participates in the school's efforts to advance the mission of the school, including community and fundraising events
- Support the planning of academic programming events to include Black History Month, Chinese New Year Celebration, and STEM events

### **EXTRA-CURRICULAR ACTIVITIES**

- Supports in the coordination of co-curricular and extracurricular activities and programs of the school; assists in the planning and the presentation of school assemblies and special events; assists in maintaining a comprehensive calendar of school events; keeps the entire school community informed of various school programs and activities
- Oversees and coordinates field trips (PK-1) with teachers

### **OPERATIONS**

- Provides an orderly, well-managed environment in which learning can take place, a school climate which is supportive and which reflects high morale
- Ensures compliance with employee handbook requirements and legal requirements of government regulations and agencies; to maintain the educational standards established by the State of California and by those agencies that examine and accredit the school.
- Recommends which classroom materials should be purchased according to the PYP program implementation to the Principal

Perform other duties as assigned by the Head of School and/or Principal.

To be considered for the position, please complete an application, send a letter of interest, a resume, and contact information for four professional references, including current and former supervisors, to [Zeltzin Jimenez](#), Executive Assistant to the Head of School. Please generate all documents as one MS Word doc or a converted PDF file. Incomplete files, or files or candidates that do not meet the desired qualifications, will not be considered.

*EBI is an Equal Opportunity Employer and is committed to diversity. We encourage all qualified candidates to apply.*