



## Seeks a Korean Community Liaison

### ISB Vision

Enriching communities through the intellectual, humanitarian and creative thoughts and actions of our learners

### ISB Mission

Through outstanding teaching in a nurturing environment, ISB inspires students to

- Achieve their academic and personal potential
- Be passionate, reflective learners
- Become caring, global citizens
- Lead healthy, active, balanced lives

### ISB Definition of Learning

Learning is the primary focus of our school and we recognize learning as a lifelong adventure. ISB values meaningful and transferable learning where we construct understanding by developing and applying knowledge, skills and attitudes. As learners, we develop and show our understanding when we:

- Apply our learning to new situations
- Inquire to extend our learning
- Create solutions
- Communicate our learning effectively
- Make connections across our learning
- Reflect critically on our learning

### ISB Learner Attributes

At ISB, we develop learners who are:

- Adaptable
- Creative
- Globally-minded
- Self-managing
- Socially-intelligent
- Value-driven

### History

Founded in 1951, ISB was the first international school in the Kingdom of Thailand. The school initially opened on the grounds of the US Embassy with 35 students, but with increasing enrollment moved to different campuses in the Bangkok area. Enrollment reached 3,650 students during the Vietnam War. In 1992, ISB moved to its present 35 acre purpose-built campus, 25 km from the center of Bangkok. 1,650 students are currently enrolled in the Elementary, Middle, and High schools.

### Community

ISB is proudly international in its student body, enrolling students from more than sixty countries. Students from the United States account for the highest percentage of enrollment, with students from Thailand, Japan, and Korea forming other major

nationality groups. English is a second or third language for more than half of the students.

### **Academic Program**

ISB provides a university preparatory program with English as the language of instruction. Graduates earn a U.S. high school diploma and most students elect to pursue the International Baccalaureate Diploma program.

### **Inclusion**

Our school is part of the **Next Frontier Inclusion** network of schools. This signifies our unwavering commitment to develop our capacity to support more diverse learning needs. Therefore, we are seeking educators that not only embrace inclusion as a concept but successfully adjust their teaching to meet the needs of all learners. This includes students who need a higher level of challenge as well as those who require more support or a different approach to their learning.

### **Child Safeguarding / Culture of Care**

Safeguarding is a priority at ISB. Our Student Safeguarding Policy outlines the measures we take to create a safe and nurturing environment for all of the children we come into contact with in our work, as well as the procedures we use to ensure that we fulfill our professional and ethical obligation to identify children who are in need of help and protection and to take appropriate action to ensure their wellbeing. All employees and associates are required to adhere to a Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.

Additionally, ISB recognizes that every person deserves to be treated with respect and care. To this end, our Culture of Care, Learner Attributes (Creative, Socially Intelligent, Adaptable, Globally Minded, Self Managing, and Values Driven), and ISB Values (Courage, Commitment Care, Responsibility, Gratitude, Integrity, Respect, Balance) underscore all of our interactions. We have worked hard to establish a positive, safe environment for learning and working and seek educators who embody these principles and values.

### **Faculty**

The Pre-K to 12 faculty consists of over 200 educators including librarians, counselors, psychologists, learning coaches and special education teachers. Each of the school's three divisions has a principal and one or more assistant principals. There is also a Head of School, a Deputy Head of Learning, and a Deputy Head of School/Chief Financial Officer.

### **The Position**

Goal: The goal of the Korean Community Liaison is to ensure that students feel safe at ISB and to enable them to access the resources they need to be successful. The Liaison also provides an avenue of communication and support to provide clarity and help our Korean families understand ISB's culture, processes, and expectations.

## Services:

1. Act as a translator and liaison between staff, students, and parents of Korean students for elementary, middle and high schools, including:
  - a. Parent Meetings, IEP meetings, verbal reports to parents (not translations), etc.
  - b. Visiting students to check on how they are doing (following requests from parents, teachers, counsellors and school psychologists)
  - c. Parent Teacher Conferences (when requested)
  - d. Orientation, presentations (US Colleges, SAT/TOEFL, home country Universities- how to apply, etc.)
2. Talking to students and listening to their concerns and needs, then passing the information to counselors, administrators, and school psychologists when appropriate
3. Listening to parents' needs and questions and passing them on to an appropriate person (facilitating channels of communication)
4. Giving advice and explanations to students and parents, for example how to self advocate and what the school expects to see from students in different education systems
5. Sometimes going into classrooms during lessons and explaining what the teacher needs from students (on the request of teachers). This does not mean actually teaching, just supporting with information
6. Emailing staff, students and parents (if needed, provide written translations/summaries of teachers' email)
7. Translations for school communications and publications such as parent school eNews
8. Works with ISB Admissions and Marketing departments to promote ISB's program to the Korean community
9. Provides support / translation services during emergency or crisis (as needed and requested by families or ISB)
10. Collaborates in event coordination when related to appropriate communities

11. Provides advice and coaching to teachers, administrators, counselors, etc. on cultural matters and sensitive interactions

12. Performs other tasks that may be assigned by Supervisor

**Procedure for Filing Application**

Interested candidates should submit their letter of application and current CV to [recruit@isb.ac.th](mailto:recruit@isb.ac.th) AT THE EARLIEST POSSIBLE OPPORTUNITY no later than November 1, 2020. Candidates should note, however, that in the event an outstanding applicant is identified early in the search process, ISB reserves the right to make an appointment before the deadline.

***N.B. ISB is a dynamic and energetic environment with wonderful, diverse students. The personal and professional growth rewards are significant, as are the expectations and demands on teacher time and engagement.***