



**The American International School of Bucharest, Romania  
Seeks an Early Years Pedagogical Coordinator  
Commencing August 2019**

**SUMMARY:**

The Pedagogical Coordinator is a highly qualified international educator, leader and team player, expected to maintain a thorough understanding of all pedagogical aspects of the Early Learning Center (ELC), and invested in promoting a quality early learning environment for children ages 2-6. The Pedagogical Coordinator blends principles of the Reggio Emilia philosophy and uses the framework of the Enhanced PYP to guide and inform learning in the ELC. The Pedagogical Coordinator is responsible for planning and developing ongoing professional development opportunities for all members of the ELC community and works collegially to support the school's vision, mission and philosophy. The Pedagogical Coordinator plays an active role on the following teams: PYP Leadership Team, Academic Council, PYP Learning Leaders Team, and Student Support Team. The Pedagogical Coordinator is a full-time position and reports to the Early Childhood Principal.

**DUTIES OF THE POSITION:**

- observe, document, analyze, lead, guide, facilitate learning and teaching processes with children and educators (teachers and assistants); bring out educators' narrative regarding the children's theories of learning
- mentor, support, and assist educators in their continued professional development by fostering a culture of reflective practice and creating learning experiences for educators that parallel the learning experiences of children
- challenge and empower educators to see themselves as researchers and value their professional autonomy
- support learning practices by engaging in: learning walks and related feedback; one-on-one conversations with faculty members; coaching cycles; demonstration lessons; co-teaching; facilitating teacher peer-observations; and co-planning with individuals and/or teams to support connections across age groups and disciplines
- proactively foster the habit of intentionality, purpose and rigor when planning and reflecting on learning and the competencies of young children; and cultivate the practice of engaging in respectful cognitive dissonance to stimulate individual and team growth
- cultivate a culture where educators share ownership and embrace a collective interest over all the children in the ELC
- work closely with all educators to fully use their environments as an inspiration for inquiry (indoors and outdoors) and collaborate with teachers when selecting resources emphasizing the role of open-ended and natural materials
- drive and display innovative approaches to the use of technology
- oversee that EC2 to Kinder have a well-organized curriculum framework (that is articulated with the IBPYP framework and aligns with the elementary) and that there is programmatic consistency within classes of same age groups
- lead the development of a documentation archive so that learning experiences and key learning data can be stored and analyzed longitudinally; use this data to plan responsive learning experiences and inform programmatic reviews
- facilitate the student and family transition from Kindergarten to grade 1

- create, develop and maintain a library of professional resources for the ELC community (children’s work books, articles, videos, including IB PYP publications etc.) and regularly inform the ELC community of important publications and research in the field of early childhood education
- communicate workshop and conference opportunities for educators to further their own development in alignment with the school’s philosophy and framework and keep a record of workshop attendance and school visits
- support teachers in their understanding of the PYP by providing guidance in IB developments; ensure compliance with IBO regulations and prepare effectively for any evaluation visits
- take an active and lead role in supporting school events (i.e. external consultants, visits to the school, guest speakers, PTO events, student conferences) and review systems with the Early Childhood Principal to ensure student and staff well-being (i.e. supervision schedule, duty assignments)
- provide orientation sessions for all new staff and families as needed
- build and deepen engagements with families by engaging regularly in active exchanges; offer them regular and reoccurring opportunities to understand our educational philosophy (i.e. via workshops and showcasing documentation of learning)
- keep parent and faculty handbooks documentation current and review and monitor home-school communication (google sites, portfolios, conference notes, report cards, etc)
- provide content for staff bulletins, weekly newsletters, and various school publications
- assist in the teacher recruitment process and deputize in the Principal’s absence

**REQUIRED QUALIFICATIONS AND ATTRIBUTES:**

- teaching qualifications, with a master’s degree (preferred)
- previous experience in a similar role (preferred)
- deep understanding of early childhood development, curriculum development and design
- minimum of 5 years early years teaching experience and fluency with Reggio practices and the IB PYP framework
- an unwavering commitment to learning and children and family well-being
- model a growth mindset and attunement to learning
- embrace a pedagogy of listening and a willingness to be vulnerable and take risks in the learning process
- proven ability to bring a team together to achieve common goals and to maintain positive relationships with all members of the community
- strong investment in the learning of others and prior experience in adult coaching/mentoring
- capable of anticipating change and willing to embrace innovation
- excellent organizational and interpersonal skills
- commitment to excellence and the ability to promote high standards within the school community
- proficient user of technology
- native level of English

**TERMS OF EMPLOYMENT & CONTRACT**

- This position receives a highly competitive, tax-free salary and comprehensive benefits package; the initial appointment will be for a two-year period, to be renewed annually thereafter.

**APPLICATION**

All applicants should submit a letter of application addressed to the Director, Dr. Robert Brindley, a current résumé and at least two confidential referees on our school [online job application form](#). The school reserves the right to appoint an applicant at any stage if a highly qualified person applies before the due date.



## The School

AISB was founded in 1962 by the American Embassy to serve the children of Diplomats living in Bucharest at the time. From its humble beginnings, teaching only six students in a garage, AISB's growth over the last 55 years has been extraordinary. We now have over 300 faculty and staff members who provide an excellent international education to 1040 students in Early Childhood 2 through Grade 12. With 60 nationalities represented, we host a wonderfully rich and diverse community on our ten-hectare, purpose-built campus with state-of-the-art facilities. AISB maintains a comprehensive website, containing numerous documents and reports, which potential applicants will find useful at <http://www.aisb.ro/>.

## Campus and Facilities

Our campus covers ten hectares (about 27 acres), and offers state of the art facilities to our students, including a performing arts theater/auditorium, library & media center, three computer labs, cafeteria, gymnasiums and extensive sports facilities. The campus is located in the Baneasa forest area, approximately 10 km from the center of Bucharest and 13 km from the Henri Coanda International Airport.

## Curriculum and Accreditation

AISB is accredited by the *New England Association of Schools and Colleges (NEASC)* and the *Council of International Schools (CIS)* for grades EC2-12, and is authorized by the *International Baccalaureate (IB)* organization to offer the IB Primary Years, Middle Years and Diploma Programmes. AISB is a member of *Central and Eastern European Schools Association (CEESA)*, based in Warsaw, Poland; *College Board*, the *Educational Records Bureau (ERB)*; and *Council of Support and Advancement of Education (CASE)*. AISB is affiliated with and receives grant support from the U.S. Department of State's Office of Overseas Schools (A/SO), Washington, D.C. AISB is also recognized by the Romanian Ministry of Education.

## Faculty

AISB is committed to high standards of achievement, as exemplified by a highly qualified faculty who have continuous access to current instructional materials and teaching strategies. AISB faculty and staff come from a multitude of countries including USA, Canada, New Zealand, Australia, UK, France, Spain, Romania and Ireland; the school actively supports and encourages the professional growth of its faculty and staff. Teachers enjoy an excellent benefits package and savings potential. Bucharest is a safe and interesting place to live with a fascinating history and cultural heritage. Most faculty tend to stay for multiple contracts.

## The Student Body

AISB has a richly diversified population of approximately 1040 students, with 56 nationalities attending the school from Early Childhood 2 through Grade 12. Romanians comprise approximately 30% of the student population, North Americans 16%, Israelis 11%, Germans and Koreans 6% each, British 4% and the remainder from Europe, Asia, Africa, Middle East, Australia, and South and Central America. The average class size is twenty students.

## Active Parental Support

The AISB community enjoys the support of a very enthusiastic and hands-on Parent and Teacher Organization that supports the education of AISB students by fostering relationships among the school, parents, and teachers, activities and

communication between different parts of our community. The PTO organizes and participates in numerous events during the year, such as the Harvest Festival, Festival of Lights, International Festival, Auction Gala, and Terry Fox Run, among others, as well as creating links between the parent community and the school.

## The School Board of Trustees

The Board of Trustees is the governing body of the school. It exists to ensure that our students receive the best education, that our teachers have all the resources to teach and benefit from a constructive working environment, and that the school budget is well funded to support our Mission, Vision and Values. The AISB Board of Trustees has ten voting members. The Chair is appointed by the American Ambassador from among the senior officers of the US Embassy. The Board generally meets once a month to oversee and ensure school governance, school policy and to set strategic direction.

## The Country and City

**Location:** (Southeastern) Central Europe

**Time Zone:** Seven hours ahead of U.S. Eastern Standard Time (GMT + 2)

**Area:** 92,043 sq. miles (238,391 sq. km) - a little larger than the state of Minnesota

**Population:** 19,942,000 (March 2014)

**Largest cities:** Bucharest (1,883,400), Cluj Napoca (324,600), Timisoara (319,300), Iasi (290,400), Constanta (283,900), Craiova (269,500), Brasov (253,200), Galati (249,400), Ploiesti (2209,900), Oradea (196,400). Romania's population lives in 320 cities and towns and 12,956 villages.

**Main Ethnic Groups:** Romanian 84%, Hungarian 6.1%, Roma 3.1%, German 0.2%, Ukrainian 0.2%

**Religions:** Christian Orthodox 81%, Roman Catholic 4.3%,

**Official Language:** Romanian

**Currency:** Leu (RON) (plural *Lei*)

**Capital:** Bucharest (*București*)

Romania is situated in the southeastern part of Central Europe and shares borders with Hungary to the northwest, Serbia to the southwest, Bulgaria to the south, the Black Sea to the southeast, Ukraine to the east and to the north, and the Republic of Moldova to the east. Roughly the size of Oregon, Romania is the second largest country in the area, after Poland.

**Bucharest** — the capital city of Romania — is located at the same latitude with the cities of Portland - Oregon; Montreal - Canada; Venice - Italy; and Bordeaux - France. Romania's territory features splendid mountains, beautiful rolling hills, fertile plains and numerous rivers and lakes. The Carpathian Mountains traverse the center of the country bordered on both sides by foothills and finally the great plains of the outer rim. Forests cover over one quarter of the country and the fauna is one of the richest in Europe including bears, deer, lynx, chamois and wolves. The legendary Danube River ends its eight-country journey at the Black Sea, after forming one of the largest and most bio-diverse wetlands in the world, the Danube Delta. About a third of the country consists of the Carpathian Mountains (also known as the Transylvanian Alps). Another third is hills and plateaus, rich with orchards and vineyards. The final third is a fertile plain, largely devoted to agriculture.

## Climate

Because of its position on the southeastern portion of the European continent, Romania has a climate which ranges from temperate to continental. The average annual temperature is 11 °C (51.8 °F) in the south and middle-south and 8 °C (46.4 °F) in northeast. In Bucharest, the temperature ranges from average low -5 °C (23 °F) in January to average high 29 °C (84.2 °F) in July and August, with average temperatures of -3 °C (26.6 °F) in January and 23 °C (73.4 °F) in July and August. Spring is pleasant with cool mornings and nights and warm days. Summer is quite warm, with extended sunny days. The hottest areas in summer are the lowlands in southern and eastern Romania where 37.7 °C (100 °F) is often



reached in July and August. Temperatures are always cooler in the mountains. Autumn is dry and cool, with fields and trees producing colorful foliage, much like New England. Winters can be cold, especially in the mountains. While not the rule, abundant snowfalls may occur throughout the country, from December to mid-March.

