

FACT SHEET

This fact sheet is designed to help you better understand our school, the benefit package and conditions of employment.

BBS was established in 1977 as the first bilingual school in the Arabian Gulf area, and is still today the foremost institution of its kind in Kuwait. The school's two campuses are located in contiguous suburbs of Kuwait City, well served by highways connecting them to all major areas in the city and country. BBS "founded in 1977, is a non-profit Arabic-English university preparatory educational institution, which fosters an environment for students to develop the intellectual qualities, ethical values, and positive attitudes required for effective participation in the overall development of Kuwait and the rapidly changing world." BBS now educates approximately 1850+ students from Nursery to High School. All-school planning is within a strategic planning framework. Curriculum development is carried on using the Atlas Rubicon curriculum mapping software within which the curriculum is based upon the acquisition of sequenced core understandings and skills, in all subjects, at each grade level. Policy allows a maximum of 25 students per class. In fact, classes are usually smaller, especially in the High School. The school divisions are organized as follows:

<u>Division</u>	<u>Age/Grade</u>
Nursery	3
KG 1 + 2	4-5
Elementary	First – Fourth grades
Middle	Fifth – Eighth grades
High School	Ninth – Twelfth grades

SCHOOL CAMPUS

BBS is housed on a spacious and well-equipped facility (PreK through High School) in the Hawally suburb of Kuwait City. Expatriate teacher housing is located near the Hawally Campus. At the end of 2009-2010 school year, all school divisions united into this newly constructed facility. The final phase of the project include campus beautification that will complete a unique and entirely purpose-built school campus, well equipped with a large theater, 3 gymnasiums, 4 clinics, ten science labs, computer labs, and four media centers.

PROGRAM OF STUDIES

BBS's English program is generally US in orientation, utilizing American teaching materials. Students follow a partly departmentalized program from the early grades. In the Elementary School (Gr. 1-4) 60% of the instruction is in Arabic and 40% in English. Students will, for example, study Arabic, Religion, Social Studies, Civics, Music, PE and Math (up to Gr. 3) in Arabic. Their other classes – English, Science and Art will be taught in English. In Gr. 4 Math is taught primarily in Arabic and transitions into instruction in English by year's end. Computer is taught in English. Teachers are expected to teach only approximately 24 to 26 periods of a 40 period week. Thus, there is ample time for curriculum development, lesson preparation, grading, department and grade level team meetings. Depending upon the exact time schedule for each ES grade, teachers will be scheduled to teach more than one section of a grade level, even at the elementary level. For example, Elementary English teachers teach two different class sections of students, and some English sections in every grade level will be assigned a fully qualified and certified teacher and a fully qualified co-teacher to facilitate instruction. Science teachers in grades 1 to 3 will generally teach their own section of the grade level, although Grade 4 Science is taught by one teacher. Elementary School periods are 40 minutes long.

In the Middle School 60% of the instructional process will be in English and 40% in Arabic. Some co-teaching is also scheduled for English classes as in the Elementary School. Class periods are 50 minutes long in the MS. In the High School 70% or more of the instructional process is in English, and the rest in Arabic. In High School, PSAT, TOEFL, SAT, Advanced Placement examinations and a limited program of standardized testing are administered. All students in grades 1-12 receive regular writing workshop classes in Arabic and English taught by specialists and language generalists.

TEACHING LOAD

The Mission, Philosophy and Objectives of Al-Bayan Bilingual School are interpreted by the Board of Trustees to allow more than the “normal” amount of preparation and meeting time for BBS teachers. The Board believes that this interpretation is an important part of the exceptional educational program that BBS provides for its students. In the Elementary School a full load for teachers is 24-25 periods per week. The full load for teachers in the Middle School is 12 periods per 3 days cycle and in the High School 20/21 periods every 6 days. Those who teach more than a full load will receive additional compensation.

ACCREDITATION

BBS has three full accreditations from:

- New England Association of Schools and Colleges [USA]
- The Council of International Schools [UK]
- Kuwait Ministry of Education

SCHOOL HOURS FOR STUDENTS

Elementary School: 7:15 am - 2:25 pm
Middle School/High School: 7:15 am - 2:30 pm

The work week is Sunday to Thursday.

SCHOOL CALENDAR

When you accept a contract with BBS, you will be provided with a copy of the following year's school calendar. Each year is slightly different because of the movable holidays in the Islamic calendar. Teacher orientation begins during the last 1/3 of August, and classes for students generally start in early September and end in mid June. Al-Bayan Bilingual School observes all of the traditional Islamic holidays throughout the year. Christmas and New Year holidays are also observed, but vacations commemorating these holidays are somewhat shorter than those normally scheduled in other international schools.

FACULTY

Al-Bayan has over 200 faculty members drawn from the Middle East, US, UK, Canada, Australia, South Africa and Europe.

BBS is searching for teachers with the following qualities:

- Commitment to making the Mission of the school a reality
- Commitment to school values and direction
- Commitment to serving children’s needs in a selfless manner
- Dedicated to professional standards and open to change
- Pride, consistency and initiative in carrying out all professional responsibilities
- Involvement with children during and after school hours
- Involvement in professional development, school and staff development initiatives, committees and workshops, strategic planning and curriculum mapping
- Commitment to high standards of professional behavior and communication
- Commitment to attaining clearly articulated standards for understandings and abilities; teaching for meaning; stressing higher order thinking skills, not ‘basic skills’ alone.

RECRUITMENT PROCEDURES

BBS accepts applications from well-qualified teaching and administrative staff with a minimum of: BA (MA preferred), Teaching License/Certification, and at least two years experience in the specialty for which they seek a position. The school normally hires single teachers or couples with no children since BBS' bilingual program is usually not suitable for the children of expatriate teachers.

Each year the Director attends several of the international recruitment fairs organized by International Schools Services (ISS), Search Associates, University of Northern Iowa (UNI), Council of International Schools (CIS), and Queen's University at Kingston. In addition, advertisements are placed with The International Educator (TIE), CIS and Search websites. Shortlisted applicants are invited for interview by appointment at an appropriate location in the USA or Canada between February and May. In some cases, interviews can also be conducted by telephone, in some cases with video links. Our recruiting schedule *at fee-paid fairs* frequently looks like the schedule below. However, ***this year, if you are interested in a position with BBS, contact the school directly and visit our web site at www.bbs.edu.kw . We have cut back our recruitment at fairs and greatly increased the number of candidates hired through telephone contacts and video conferencing. Note that this year the Director will only interview in the fairs shown in bold-italics below.*** To attend one of these recruiting fairs contact the fair organizers directly.

Fee Paid Fairs:

Search Associates, Toronto	January 28-31
<i>Queen's University, Canada</i>	<i>January 28-30</i>
<i>Search Associates, Cambridge</i>	<i>February 3-6</i>
UNI Waterloo, Iowa	Feb. 5-7
<i>ISS San Francisco</i>	<i>February 6-10</i>
<i>Search San Francisco</i>	<i>February 12-14</i>
CIS/ISS Chicago	February 14-17
Search Associates, Dubai	February 24-26

FEE-SAVING OPPORTUNITIES - interview by prior appointment - : If you are interested in a position at BBS, and are prepared to travel at your expense to where a fee-paid fair or conference is being held (see the city list above), you are invited to contact the school directly to arrange an interview before a fair/conference begins, after it ends, or outside of fair's hours while a fair/conference is going on. This recruiting method will NOT require you to pay a recruiting fee to any organization.

Openings available during non-fair hours in Fair/Conference-Cities should be arranged directly with the school. Visit the school website starting November 15 to learn what the openings will be for the following year. Note: these vacancies may change during the period from Nov. 15 to Jan 15, so keep track of the changes by visiting our web site frequently during this period. Those interested in applying for a position at BBS and interviewing at the above fairs (but not taking part in a fee-paid fair) should e-mail a letter of application and a current CV/resume, including a minimum of three references to the address below before January 25. Shortlisted candidates will be contacted by email to schedule interviews at a hotel in one of the cities.

Thomas R. Quinn/Director
Al-Bayan Bilingual School
P.O. Box 24472
Safat 13105
Kuwait
Fax: (965) 2227-5002
Email: bbsjadm@bbs.edu.kw

SUMMARY OF THE OVERSEAS SALARY PACKAGE**Salaries are calculated using the following monthly formula:***Exchange rates approx. as of December 1, 2010:***1 KD: USD @ .281; CAD @ .275; Pound Sterling @ .439; Euro @ .367 (Divide the KD number by the factor given)**

Basic Mon. Salary: KD 552	1964 USD	Experience Payments:	
BA Degree: KD 30 _____	110 USD	1 y. = 15 KD	12 – 13 y. = 120 KD
T.Diploma/Cert.: KD 30 _____	110 USD	2 y. = 30 KD	14 – 15 y. = 135 KD
MA Degree: KD 30 _____	110 USD	3 y. = 45 KD	16 – 17 y. = 150 KD
PhD Degree: KD 30 _____	110 USD	4 – 5 y. = 60 KD	18 – 19 y. = 165 KD
Expat. Allow: KD 190 _____	700 USD	6 – 7 y. = 75 KD	20 – 21 y. = 180 KD
Other Allow: KD 110 _____	390 USD	8 – 9 y. = 90 KD	22 – 23 y. = 195 KD
		10-11y. = 105 KD (10 y. Max.)	24 y. = 210 KD (Max. Credit)

(1 y. experience credit for each full year experience teaching.)

(Experience/Degree claims require validation within 60 days.)

- All salaries are quoted in Kuwaiti Dinars - tax free and transferable. Annual starting salary for teaching faculty ranges from KD 10,152-KD11,052 (US\$35,620-38,780) depending upon qualifications and experience. Heads of Department, Counselors, Team Leaders earn an additional allowance of KD 1320 annually.
- The 24-point salary scale is linked to years of experience; a maximum of 10 relevant years of full time experience are given to new appointees; after year 4 at BBS, additional experience credit awarded every two years.
- Initial two-year contract; subsequent contracts are for one year.
- Salary is paid for 12 months beginning September of contract year through August of that academic year. Salary for June, July and August is paid in June.
- Fully furnished, single/occupied, climate controlled apartment.
- Compensation for employees offering extra periods, co-curricular activities, coordinators, paid twice yearly.
- Annual IATA economy class round trip air transportation.
- Electricity and water paid by school. Free local telephone calls; phone line installation @ KD 70 per year paid by employee.
- Baggage allowance of KD 200 per person reimbursed for receipts at beginning and end of service.
- Settling-in allowance of KD 200 per person upon arrival in Kuwait.
- Finder's Fee – BBS teachers who recommend a professional for employment at the school are eligible to receive KD 100 if the teacher is hired and completes at least one year of employment.
- School supplied bus transport to work (AM, PM and late bus home on meeting and club days)
- Annual sick/personal leave.
- Up to six days (20 KD per day) of unused sick/personal leave compensated at the end of each academic year.
- Visa related fees (photos, medical examination, police clearance, visa fee charged by Kuwait Embassy, postage, etc.) paid by school. (approx. KD 150)
- Payment of Kuwait residence stamp and Civil ID in Kuwait.
- 15 days indemnity paid at the end of the contract for each year of employment up to five years; increased to one month after completion of five years of service. The monthly salary is based upon 26 working days.
- International Health Insurance provided.
- Support for professional development, including Arabic for non-Arabic speakers.
- Force Majeure action for the evacuation and repatriation of the employee including three months salary.

Transportation

One-way IATA economy-class air ticket is provided to new and leaving staff. Round trip IATA economy-class air ticket is provided to returning staff annually. Cash in lieu of determined airfare may be given. This benefit is calculated at the cost the school would pay for the ticket in question.

Housing

A furnished apartment, including telephone, electricity, water, and soft and hard furnishings, is provided by the school for expatriate hired faculty. From the second year onwards, employees wishing to live outside school housing will receive a cash allowance of KD 220 per teacher, single or married, employed by the school. Overseas hires contracted in Kuwait may utilize this option beginning in the first year of contract.

Note: The school provides bus transportation to and from school to staff living in school housing.

Indemnity

At the end of contract an additional 15 days salary is paid for each year of service at BBS. This benefit is increased to 30 days after completion of five years of service. Per diem is based on 1/26. If an employee leaves BBS to work at another school in Kuwait the employee is granted 1 month in which to obtain a transfer or effect a cancellation of BBS residence before his/her residence is terminated. Payment of indemnity will be made upon completion of this procedure.

Baggage Allowance

Up to KD 200 is refunded, when receipts are produced, for baggage shipment and customs clearance at the start and completion of service.

Settling-in Allowance

There is a settling-in allowance of KD 200 per teacher provided upon arrival in Kuwait for the initial contract.

Unused Sick/Personal Leave and Bereavement Leave

Up to 6 sick/personal leave is convertible into cash each year (20 KD per day) if unused. The school also sponsors a sick leave bank that helps provide additional free sick leave in emergencies. Bereavement leave is also available as per school policy.

Payment for Co-curricular Activities

Employees offering extra periods, co-curricular activities, and/or willing to serve as coordinators are appropriately compensated. Different formulas exist for each division's periods, and for different activities. These stipends are normally paid twice annually.

Health Insurance

BBS provides an international health insurance plan. BBS currently contracts insurance from a well known, international insurance company that specializes in worldwide medical insurance and the support of employee well being. The company is established in a country known for its high standards of living and social healthcare and serves some of the world's most demanding clients. As a result the school's insurer has provided unrivalled international health insurance to people who live work or travel abroad.

BBS staff may plan covered care in any country worldwide, except the USA where insurance covers only 30 days of emergency coverage. Planned care is available world-wide in other locations.

For further information check with the recruiting interviewer.

Force Majeure

If the Embassy of the employee communicates that its citizens must evacuate Kuwait (for example, Stage III of the US Department of State Evacuation Procedures), then an insurance policy held by the school will be provided to cover force majeure action for the evacuation and repatriation of the employee including three months salary.

Other Payments

The cost of the employee's residence stamp and Civil ID in Kuwait is paid by the school. Other visa related expenses, such as photos, visa fees, postage, medical examination and police clearance will be reimbursed by the school when supported by appropriate receipts.