



THE INTERNATIONAL
SCHOOL IN GENOA
SINCE 1966

WELCOME
TO OUR SCHOOL



MISSION STATEMENT

Our School's Mission is for everyone to demonstrate the ISG community themes of **Respect**, **Responsibility** and **Reaching for Excellence**.



VALUES PLEDGE

Cooperative
Friendly **Honest** Anti-bullying
Helpful **Kind** Loving Freedom
Responsible **Respectful** Confident
Sharing Ready Patient Open-minded Proud Organized
Conscientious
Listener

The Values Pledge of The International School in Genoa derives from our mission statement of Respect, Responsibility and Reaching for Excellence. It is a declaration and a commitment from each member of the community to adhere to these values. This pledge requires that we hold ourselves to the highest possible standards of personal integrity and commitment, and that we strive to achieve our goals and to fulfil our potential in all that we do.



DEFINITION OF **LEARNING**

Learning in an exceptional school takes place in a joyful, safe and caring environment. It is a carefully engineered journey where teachers challenge their students with rich experiences to reach deep understanding using inquiry and critical thinking. Students are encouraged to meet their full potential and develop the skills to be successful in a rapidly changing world. They are led to become self-directed, independent thinkers, capable of teamwork and problem solving in their immediate and global environment.

WELCOME

A warm welcome

You are joining a group of highly dedicated and committed staff who aim for the highest standards in teaching and learning. It is important that you know that when you choose our school, you have made the right choice. We are passionate about what we do, and every member of the team makes a difference. Our commitment to the over-arching themes of the school's mission statement of respect, responsibility and reaching for excellence shows that these are not just words on a wall, but will be demonstrated through every action, every lesson, every activity and every decision made. Furthermore, the best interests of the children will be at the center of all that we do. ISG has a wonderful history, and over time, this community of Parents, Students, Staff and Board Members has created the foundations for a successful school.

With the support and commitment of such a professional team of teachers and staff, we will continue to do all that we can to ensure that each and every member of our school community are successful, challenged and that they are reaching for excellence.

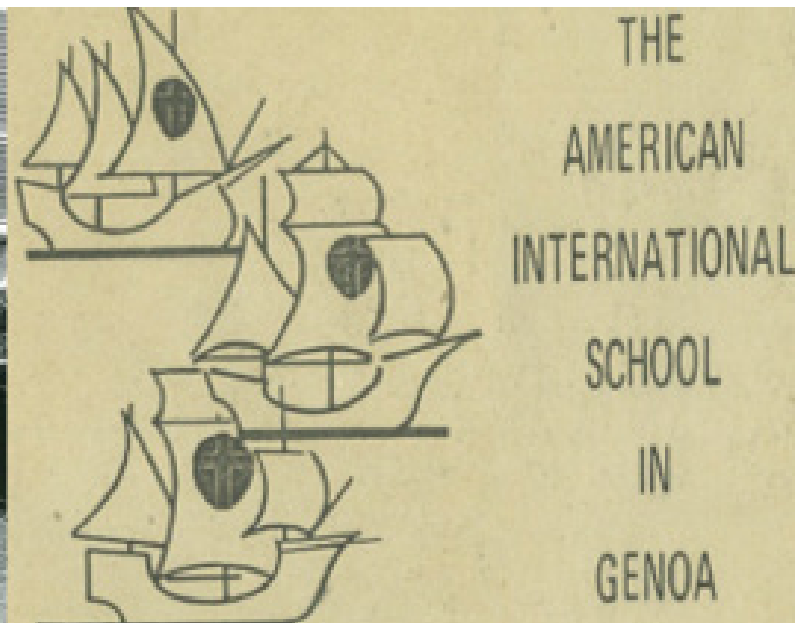
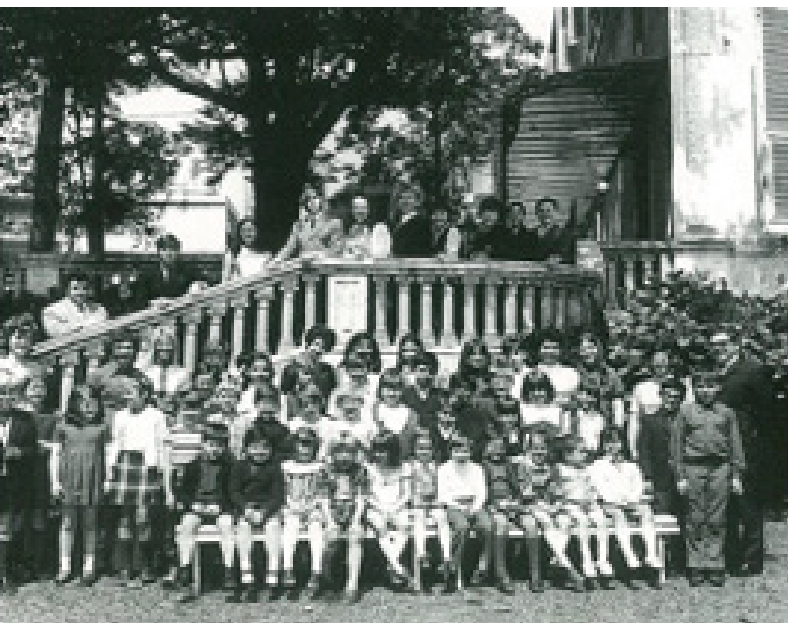
We hope that we will welcome you to our team!





Fifty Years of Growth & Development

The International School in Genoa was founded in 1966 as “The American International School in Genoa”. The school is a non-profit association, which provides the foundation for a co-educational day school serving the needs of the international and local communities in Liguria. AISG obtained its first accreditation with CIS in 1989, and at that time had a student population of just over one hundred students. In the Fall of 2000, the school opened a new high school programme, which was followed by the first graduating class in June 2004. In 2003, with a student population of over 200 students, the school introduced the “Salty Cats”, a house system aimed at creating school spirit, pride and school wide competition in a fun and secure environment. In 2007, the school changed its name to “The International School in Genoa”, which was followed in 2009 with a move to a new campus and school site in Via Romana della Castagna. The International School in Genoa today has a student, and faculty population of 330 students, representing over 30 nationalities. Students are encouraged to meet their full potential and develop the skills to be successful in a rapidly changing world. They are led to become self-directed, independent thinkers, capable of teamwork and problem solving in their immediate and global environment.







SCHOOL SITE

History Meets the Present

The school is located just 10 minutes from the sea and is situated on a magnificent 6000 square metre campus containing historical gardens, in Genova-Quarto. The campus is part of the grounds of a restored Benedictine abbey, with easy access to bus services close by. The site offers a unique blend of historical and contemporary facilities to our students. In addition to numerous classrooms, there is a central courtyard, an art room, science labs, a music room, an indoor gym, outdoor sports facilities, an 8,000 volume library, an infirmary and a cafeteria with a fully equipped kitchen.



ACADEMICS

Governance and Organization

The School is overseen by a Board of Directors which is charged with policy setting and strategic planning for the school. The School Director is appointed by the Board of Directors, and is responsible for the management of the day to day operations of the school. A number of Board sub committees—Education, Staff, Ad Hoc, Finance, Publicity and Fund Raising are used to support and enhance the overall school strategic planning and operations.



Accreditation



We are accredited by the Council of International Schools (CIS) and have been authorised by the International Baccalaureate Organization (IB) to teach its Diploma Programme since 2002. We are recognized by the Italian Ministry of Education as as Scuola Stranieri (International School) and as one of the schools offering the IB Diploma in the Italian territory. The International School in Genoa is a UNICEF ambassador school and a founding member of AIBWSI, the Association of IB World Schools in Italy.



Programmes

The school offers the “International Primary Curriculum” (IPC) to the Primary School (pre-school through to 5th grade). Grades 6 through 10 follow an international core curriculum that offers many subject areas which include 1st language, 2nd language, Math, Science, Humanities, Art, Music and electives. We are currently in the process of applying to become a candidate school for the IB Middle Years Programme (MYP). The curriculum from Grade 6 upwards is designed to lead to the preparation for entry into the “IB Diploma Programme”, which is offered in the 11th and 12th grade. The language of instruction of the school is English.

The school year begins in September and extends to mid-June with breaks for Christmas, ski week, Easter and various Italian national holidays.



PROFESSIONAL DEVELOPMENT



Professional Learning

One of the most professionally rewarding parts of teaching at ISG is the chance to participate in our staff learning programme. Providing the opportunities to explore new learning and to work with colleagues to further your own professional growth is important to ISG.



We are committed to providing you with a professional learning programme that is based on an action research model, driven by your own identified goals. We have developed a professional learning model that is based on the following statements determining why continuous ongoing professional learning is so important; how we envisage it occurring; and, identifying what we would expect to see in an effective model for PL:

Why?

- To impact identified and desired student outcomes
- To enhance growth in teacher competencies
- To lead to cognitive and cultural transformation, both collectively and individually

How?

- A collaborative experience that involves teacher choice and voice
- Occurring in a psychologically safe and cognitively challenging environment
- A continuous process that is an essential part of our everyday experience with students, that lives in and between classrooms

What?

- A visible reflective process open to critique and refinement
- A spiraling process of growth that motivates teachers to shift towards a self-authoring state
- Context-driven, ignited by inquiry and informed by action research
- Embedded in the classroom and in practice



EMPLOYMENT

Contract

Commencement and Duration

The initial term of the ISG contract is for 2 years commencing on 1st August and expiring on 31st July. New hires will enter at a step that reflects their previous teaching experience up to Step 10. The annual gross salary covers the period from August through July, unless differently indicated, and includes teaching days and holidays.

Salaries are paid in Euro, through direct deposit to an Italian bank account.

National Medical Coverage

Upon your arrival the HR office will assist in processing the necessary forms for the Italian state medical coverage.

Severance Pay (referred to in Italy as TFR)

The school provides severance-leaving indemnity (SLI), as authorized by Italian Law. This is approximately one month's salary for each year of service. The SLI is payable at the end of employment and is subject to taxation.





Taxes, Contributions and Pension

Teachers are subject to taxes based on agreement between Italy and their country of citizenship. Check with your country's tax agreement with Italy for further information. The school makes US social security contributions for US citizens as required by US law. The percentage withheld for US social security and Medicare is currently 7.65%.

Salary Payment and Tredicesima (Thirteenth Pay)

Employees receive one thirteenth of his/her annual gross salary each month, which is paid by direct deposit into his/her Italian bank account. In December, employees also receive a thirteenth payment of his/her annual gross salary (referred to in Italy as the "tredicesima") based on the number of months that he/she has worked at the school in that solar year.





BENEFITS

Technology

We are a fully-integrated technology school, offering a one to one laptop program in the middle and high school. We provide every full-time teacher school-wide with a laptop for school use and many of our classrooms are equipped with a Smart-board or Smart-projector. At the elementary school, we have laptop carts which each house 22 computers. Teachers make use of these to integrate technology into their classrooms.

Technology support and assistance is provided by a full time, in-house technology specialist. Powerschool is the ISG data management system, and is used for reporting and assessment.





Transportation

Flight

The International School in Genoa covers the cost of an economy class air-fare from point of origin at the beginning of the contract and return to point of origin at expiration of the contract for Overseas and EU hired teachers.

Cars &Trains

Upon the Director's approval, EU hired teachers will be reimbursed for the most direct route between the point of origin and Genoa. Teachers will be reimbursed for reasonable actual costs of overnights lodging and meals at an amount approved by the Director prior to departure. Reimbursement can only be paid upon submission of receipts and invoices.

Baggage Allowance

The school provides a baggage allowance for both arrival and for departure as detailed in the contract. Requests need to be submitted to the Accounting Office, with receipts.

Settling-In Allowance

The International School in Genoa provides a settling-in allowance as indicated in the contract upon arrival. Reimbursement requests need to be submitted to the Accounting Office by filling out the proper form, which is found in a binder in the staff room. The settling-in allowance covers costs incurred for processing paperwork prior to, upon arrival and for the duration of the contract.

World-wide Travel Coverage

The school provides international world-wide insurance coverage for all teachers who are not European Community citizens during the period of their contract when they are outside Italy. This annual insurance policy covers any personal or professional trip outside of Italy.

ENTRY PROCESS

Documents required for school records and work permit for all new employees

ISG fully supports and endorses the procedure as set by the Council of International Schools relate to criminal background checks. As such we require all candidates applying to our school to follow the procedure set by CIS.

Documents for the Employee

New staff members must provide the following documents;

1. Copy of Passport. (all pages)
2. Teaching Certifications
3. Letter from last employer
4. Education and Teacher Certifications (copies of post-secondary degrees and valid teaching certifications)
5. High School Diploma and transcript
6. College/University Degrees and transcripts
7. Signed Employment Agreement
8. Health Certificate (doctor's letter issued no earlier than 6 months prior to beginning of your employment)
9. Criminal Background Check Please use the following link for the CIS criminal background procedures <https://en.calameo.com/read/004701302db-9c57930ab7?authid=cfXCyOTDWG5y>

Family Dependents

Please provide passport copies of spouse and/or children who will accompany you;

1. **Children: translation of birth certificate, certified by Apostille and validated by Italian consulate**
2. **Spouse: translation of marriage certificate, certified by Apostille and validated by Italian consulate**





Memorable Conversations
To have an effective conversation, you need to be clear, concise, and confident. Use these tips to make your conversations more memorable.

Identify Your Thoughts
Before you speak, take a moment to identify your thoughts. This will help you stay focused and clear during your conversation.

Give thoughtful feedback
Respect others and their ideas
On Task all the time
Use a soft voice
Participate actively!
Stay with your group - safe!



A boy in a grey hoodie is standing and pointing at a laptop screen. Another boy is sitting at the desk, looking at the laptop. They appear to be engaged in a collaborative learning activity.

A bookshelf in the background contains several blue books labeled 'School Dictionary' and other educational materials. A water bottle and a white cup are also visible on the desk.

NON-EUROPEAN CITIZENS

Process to Legalize Documents for Non-European Citizens

Phase one:

Contact Italian Consulate in your area to have the most up to date steps and procedure for obtaining a work visa (as opposed to a tourist visa). Note that although consulates follow the same law, some agencies may differ in number of copies required or have their own procedures

The Documents (1-6) mentioned above need to be;

1. Certified by the issuing entity (High School, University, etc.)
 - a. Ensure you obtain certified copies of your a) high school diploma and transcripts, b) higher degree and transcripts, c) teaching certificate. These need to be certified from issuing entity
2. Notarized
 - a. Notarization: The above documents need to be notarized by the State Department for US citizens in the States where each degree was obtained or in the specific government offices for other nationalities
3. Certified by means of an Apostille from the State Department where issued when applicable
4. Translated into Italian
 - a. Translation: In many cases, consulates will provide contacts for certified translators. All the above documents need to be translated into Italian
5. Validate with a Dichiarazione di Valore in Loco (DV)
 - a. Submit all of the required documents to the appropriate Italian Consulate. Once processed by the Italian Government you will receive the documents with the DV)
 - b. Note: the translation of the letter from last employer and the Teaching Certificate needs to have a validation of translation from the appropriate Italian Consulate

Please take into account that the collection and processing of documents can be a lengthy endeavor (4-6 months) therefore you are urged to be proactive throughout the process.





Phase two:

After having applied for and obtained the needed DVs for your documents please proceed as follows;

1. Send original DV packets to the school by courier (DHL, FedEx, etc.)
 - a. Once we have received your documents we will apply for your work permit
2. When you have received your Work Permit you can start the process of requesting the Entry Visa

UNDER NO CIRCUMSTANCES ENTER ITALY WITHOUT THE OFFICIAL ENTRY VISA

Requesting Entry Visa for Work

Take your Work Permit to the Italian Consulate in your area of residency, and apply for a Work Visa.

- Please make sure you keep the work permit after having shown it to the consulate (You must have it with you when you enter Italy).
- Visa – Application Form: When you fill out the application form for the visa there will be several questions you need to answer. Here are a few indications:

Main Purpose of Journey:	Residence in Italy:	Number of entries requested:	Duration of intended stay:
WORK	NO	MULTIPLE	365 DAYS

- Visa – Dependents: If you have a spouse and/or children accompanying you, please make sure to secure a visa for them as well.

You need to advise the school ahead of time that you will be bringing dependents with you;

- Spouse: Marriage certificate (same procedure for legalization of documents)
- Children: Birth certificate (same procedure for legalization of documents)

SHIPPING

Shipping of Personal Belongings

Personal belongings must be shipped and addressed under the teacher's own name. The school name should NOT appear on the documentation. Furthermore, they are NOT due to arrive at destination before the employee begins work at ISG. This is due to bureaucratic issues arising from clearing customs. In order to clear customs, employees must be physically in Italy and have already obtained their legal status, as the school is not allowed to clear customs on behalf of individuals.

Shipping of Educational Materials

If you have any educational material that you would like to bring along, you may do so. However, the shipment of these materials follows a different procedure.

DO NOT SHIP EDUCATIONAL MATERIALS TOGETHER WITH YOUR PERSONAL BELONGINGS. Educational materials must be shipped to the school's name and address and there must be a label indicating: "USED BOOKS - DONATION ONLY". This will avoid the shipment having customs duties charged.



UPON ARRIVAL

Local Administrative Procedures

The School's Human Resource Officer will help you with the following items;

For all new hires

1. Immigration Office - The school HR officer, with the school labor consultant, will set up the appointments required once you have arrived in Italy.
2. Permit of Stay - The HR officer will assist in collating the required documents required for the Permit of Stay.
3. Residency - Upon completion of the arrival procedures, the following step is residency. All teachers must register at the City Hall and apply for residency.
4. Family Doctor - Once the residency aspect has been taken care of, the school HR officer will register the teacher into the National Health System and will secure a GP for the teacher.

In addition, for Non-European hires

5. Tax Code - New teachers will be assigned an Italian Fiscal Code, at the Prefettura. European hires - The school HR officer will secure an Italian Fiscal Code for the teacher. The "Codice Fiscale" is your Italian tax code and will allow the opening of a bank account, purchasing cell phones, signing contracts, etc.
6. Police - Fingerprinting - On the day of the appointment at the Police Station (Questura), the teacher will be accompanied and assisted by the school HR officer.
7. Permit of Stay - Pickup



GENOVA - GENOVA

An Ancient Seaport Building for the Future

Genova is an important seaport in northern Italy, stretching along the Ligurian seacoast and the Apennine mountains. It has a Mediterranean climate, characterized by warm to hot (and humid) summers, with mild to cool (and wet) winters. The French Riviera is only an hour away and the Swiss Alps are just a three-hour drive; while other famous Italian cities, such as Milan, Turin, Florence, Venice and Rome are also easily reached either by car or by train.

Genova's history goes back to ancient times, along with the Romans and the Greeks. Genova was known as one of the four Maritime Republics of the Mediterranean during the Middle Ages. Due to its glorious past, Genova is also called "La Superba" (the Superb). Areas of the historical center have been on the World Heritage List since 2006, and in 2004 Genova was also nominated Capital of Culture of the European Union. Churches, palaces, promenades, the old harbor, museums, walls and fortresses are just a few of the many sights of the city.

Genova is the home of pesto sauce. Genovese cuisine embraces other specialties, such as focaccia, farinata, ravioli, pansoti, minestrone, fish and seafood.





Finding What's Right for You

At ISG, we understand that when entering a new country your living accommodations are a major consideration for you. Therefore we try to make your move as trouble free as possible. The following information will hopefully help you in making your decision, and provide you some insight about living in Genova.

First of all, it is important that you have a realistic idea of Italy and to understand that while it has many attractions it also has its own particular oddities. To begin with, you need to know that housing in Genova is within a dense urban situation, and the location of housing has a large impact on the rental costs. For example, while the Italian Riviera might be a more enviable location than the downtown area, seaside areas will be significantly more costly. As a general rule, single bedroom apartments start around €600.00 a month, while a two bedroom apartment can be found for around €850.00. As a result, you can see why some staff members might choose to share housing, especially during their first year at ISG (please note that these are general figures). In regards to the furnishing, all of the flats secured by the school will be furnished with everything a tenant would need, from kitchen utensils to bedding (if required). Tenants will be responsible for making their own contracts for phone and Internet. If the school secures an apartment for you, then you will be obliged to remain in that apartment for the first year. If you wish to search for a different apartment your second year at ISG you are free to do so. Tenants moving out of an apartment during the first year might be subjected to financial penalties.





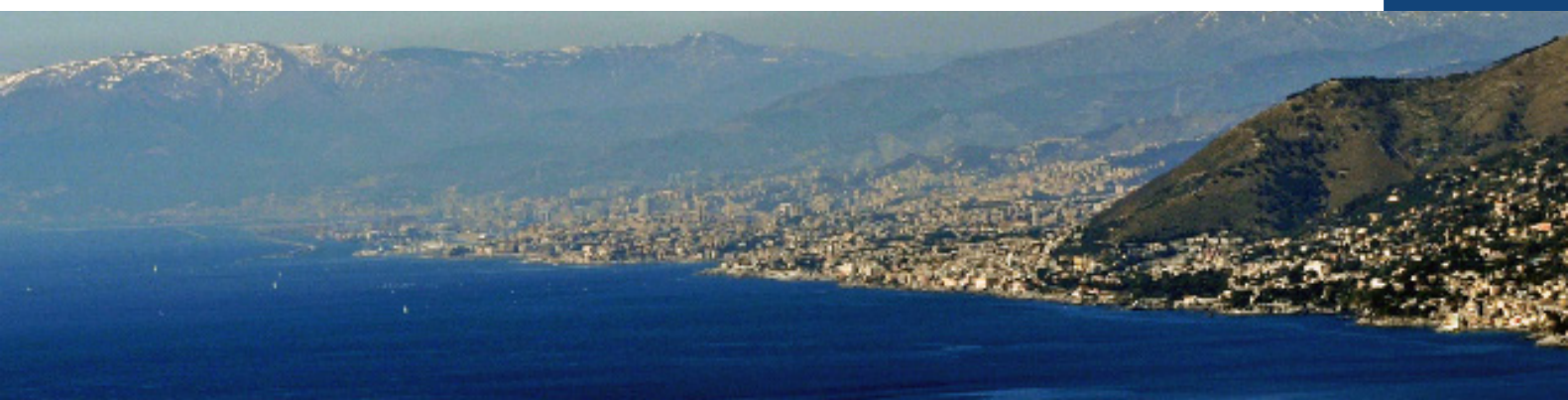
Apartments secured by ISG

You can expect

1. An apartment ready upon your arrival;
 - Furnished and utilities functioning
 - Close to public transport
 - Close to shopping areas
2. Furnishing will generally include;
 - Living room – sofa, shelves, television, chairs, table
 - Bedrooms – single or double bed, wardrobe
 - Kitchen – gas cooker and oven, small refrigerator, assorted cooking utensils, and pots and pans

You should not expect

- Dish washers or Clothes Dryers
- Air conditioning
- Independent Heating (it varies widely between autonomous or centralized heating)
- Installed Internet connection (Internet service is available to those who want to pay for this service)
- Parking



CONTACT US

I have a question about...

- My Contract
- My Salary
- Contributions, Taxes, Pension
- Italian Fiscal Code
- Italian Permit of Stay
- Residency
- Medical Doctor

Who do I ask...

Ms. Chiara Barbagelata
human.resources@isgenoa.it



- Housing
- School E-mail
- Phone - Internet Service

Mr. George Place
admin@isgenoa.it



- Settling In, Baggage, Flights, etc.
- Opening a Bank Account

Ms. Stefania Ferdeghini
business@isgenoa.it







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