
POSITION: **Teacher – Civics (Honorarium)**
REPORTS TO: **Middle School Principal**
WORK LOCATION: **School Wide**

PURPOSE:

Under the supervision of the Middle School Principal and coordination with Indonesian Educational Program Manager, the Civics Teacher is responsible for working collaboratively to develop and implement the 6 to 8th grade Civics program at JIS. JIS educators work in a professional learning community to continuously improve teaching practice for the benefit of the students at the Jakarta Intercultural School in pursuit of our Mission, Vision, Values and Dreams.

QUALIFICATIONS

1. Bachelor's Degree or Master's Degree in Civics (Pendidikan Kewarganegaraan), Law or State Administration
2. Previous experiences minimum of 5 years teaching Civics in National Plus School or 3 years in SPK school
3. Have enough knowledge about National Curriculum and have ability to collaborate with international curriculum
4. Ability to make syllabus, semester plan, weekly plan and lesson plan base on National Curriculum
5. Ability to communicate effectively in English and Indonesian
6. Documented evidence of strong pedagogical foundation and practices in Middle School education, with an emphasis on constructivist approaches of teaching
7. Experience and commitment to a professional Learning Community
8. Versed in documenting student learning via innovative approaches
9. Have experience in National Accreditation is preferred

DUTIES AND RESPONSIBILITIES

1. Teaching Civics Lesson for grade 6 – 8 base on any pedagogy and teaching approaches
2. Making Syllabus, Semester Plan, Weekly Plan and Lesson Plan base on National Curriculum, with minimum 1 month in advance
3. Developing and evaluating Civics syllabus in order to accommodate the students' need and government needs
4. Making students report and assessment (Individually, monthly, semester) through many variations of techniques.
5. Coordinating with other teachers to integrate the curriculum to Elementary and High School level
6. Coordinating with Indonesian Educational Program Head for lesson planning, assessment, documentation, Dinas coordination, Dinas report, and any other require from government
7. Providing a complete documentation for National Accreditation archive and to fulfil all requirement including government officer monitoring and checking in every semester

Implementation of JIS value in teaching

- Reflectiveness
 - Demonstrating commitment to professional inquiry, by:
 - Identifying essentials elements of curriculum and building age appropriate units of instruction
 - Personalizing instructions, knowing and engaging each learner using and planning appropriate interventions
 - Sharing and developing professional knowledge with colleagues by:
 - Working closely with Team facilitators and specialist teacher to plan cooperatively

- Setting goals for professional development, takes advantage of professional development opportunities and demonstrates current best practice in the field of education
 - Maintaining an open attitude toward new ideas and accepting of others whose experience, opinions and beliefs may differ
 - Engages with the JIS supervision and evaluation process
- Resourcefulness
 - Seeking support from the PLC in regards to refining pedagogy, asks for help when needed
 - Using a range of teaching strategies that take into account what students know and what inspires them including:
 - Readers and Writers workshop
 - Inquiry pedagogy
 - Explicitly developing the Learning Dispositions (BLP)
 - Communicating concerns for students who may be experiencing social, emotional or academic difficulties to the Student Support Team
 - Collaborating with the Student Support Team and executes ILP's as appropriate for students in their charge
 - Planning, coordinating and supervising the work of assistant teacher as appropriate
- Relating
 - Building positive interpersonal relationships
 - Demonstrating an understanding of and embracing the restitution model of classroom management
 - Developing and promoting positive interactions among our diverse student body
 - Fostering sense of identity and pride in the school among students, parents and colleagues
 - Collaborating with department team, social wide teams and Student Support Team
 - Communicating effectively with all member of the JIS Community
- Resilience
 - Empowering students to take responsibility for their own actions
 - Perceiving subtle nuances, patterns and detail in experiences with young children. Is observant of individual student's needs
 - Persevering by channelling the energy of frustration productively

Apply to: Human Resources Manager
 Email: recruitment@jisedu.or.id