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**POSITION:** **Teacher – Catholic Religion (Honorarium)**  
**REPORTS TO:** **Indonesian Educational Program Manager**  
**WORK LOCATION:** **School Wide**

**PURPOSE:**

Under the supervision of the Indonesian Educational Program Manager, the Catholic Religion Teacher is responsible for working collaboratively to develop and implement Catholic Religion 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 holder in Theology of Catholic Education
2. Previous experiences minimum of 5 years teaching Catholic in National Plus School or 3 years in SPK school
3. Has 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 based on National Curriculum
5. Ability to communicate effectively in English and Indonesian
6. Documented evidence of strong pedagogical foundation and practices, with an emphasis on constructivist approaches of teaching
7. Experience with, 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. Teaches Catholic Religion Lesson based on any pedagogy and teaching approaches
2. Makes Syllabus, Semester Plan, Weekly Plan and Lesson Plan based on National Curriculum, with minimum 1 month in advance
3. Develops and evaluates Catholic Religion syllabus in order to accommodate the students' needs and government needs
4. Makes students report and assessment (Individually, monthly, semester) through many variations of techniques.
5. Coordinates with other teachers to integrate the curriculum from Elementary to High School levels
6. Makes lesson planning, assessment, documentation, Dinas coordination, Dinas report and any other require from government
7. Provides a complete documentation for National Accreditation archive and to fulfil all requirement including government officer monitoring, and checking-in every semester
8. Performs other related duties and assures other responsibilities as assigned by the Indonesian Educational Program Manager

**Builds Positive Interpersonal Relationships**

- Promotes positive interactions and fosters a sense of identity and pride in JIS among students, parents, faculty, and colleagues
- Maintains an open attitude toward new ideas
- Collaborates with school wide teams and staff
- Establishes and maintains cooperative and positive working and team relationship with those involved in the course of work

**Ongoing Professional Growth**

- Continues to acquire new learning and reflects new learning and professional practice
- Shares in opportunities for in-service and workshop offerings
- Shares professional knowledge with other colleagues
- Sets goals for professional development, takes advantage of professional development opportunities.

Apply to: Human Resources Manager  
Email: [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id)