



JOB OPENING

POSITION: High School Counselor (College)
REPORTS TO: High School Principal
CONTRACT TERM: 2 School Years (2021-2023)
JOB OPENING: 23 January 2021 - 26 February 2021

PURPOSE

Jakarta Intercultural School (JIS) educators provide memorable experiences for JIS students. JIS High School teachers are responsible for working collaboratively to develop and implement the High School (HS) program at JIS. JIS educators work in a professional learning community to continuously improve teaching practice for the benefit of the students at JIS in pursuit of our *Mission, Vision, Values and Dreams*.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Master's degree
2. Counseling credential or certification preferred
3. Minimum five years of experience in comprehensive counseling (academic, social/emotional, university advising)
4. Experience in a school with a well-defined High School philosophy – International setting preferred
5. Experience with, and commitment to, a Professional Learning Community and departmental work
6. Demonstrated background in associating with students outside of classroom environment – this could include experiences in drama, sports, clubs, music or other non-academic endeavors
7. Passion for High School
8. A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

DUTIES and RESPONSIBILITIES

1. Working closely with Head of Department to plan cooperatively, develop curriculum and maintain a positive, professional school climate
2. Implementing the HS Advisory curriculum in collaboration with the Grade Level Coordinators
3. Participating in professional learning
4. Maintaining an open attitude toward new ideas and accepting of others whose experiences, opinions and beliefs may differ
5. Engaging with the JIS Supervision and Evaluation process
6. Continuing to develop pedagogy that benefits student learning
7. Ensuring effective delivery of curriculum and contribute to curriculum development
8. Contributing in the development and provision of school-wide counseling, child safeguarding and support services



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9. Educating JIS community on general information, trends, and developments relating to student wellbeing, university application processes, career and academic planning and specific national college/university requirements
10. Writing high quality letters of recommendation and completing school reports in support of students' university applications
11. Counseling and supporting students as they engage in the university research process, draft essays, and complete applications on a defined timeline.
12. Providing prompt correspondence, effective scheduling and a supportive, caring environment to students and families
13. Collaborating with the Student Support Team and executing ILP's as appropriate for students in their charge
14. Building positive interpersonal relationships and actively engage in Child Safeguarding practices
15. Developing and promoting positive interactions among our diverse student body
16. Fostering sense of identity and pride in the school among students, parents and colleagues
17. Collaborating with department team, Schoolwide teams and Student Support Team
18. Communicating effectively with all members of the JIS community
19. Empowering students to take responsibility for their learning and actions
20. Identifying and seeking support when in need
21. Able and willing to work in an asynchronous or synchronous online platform if necessary
22. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting
23. Performing other related duties and assuming other responsibilities as assigned by the HS Principal

TO APPLY

Interested qualified candidate, please send your cover letter, resume and 3-5 list of professional references to the Human Resources Manager, Megumi Runturambi, at application@jisedu.or.id