



## JOB OPENING

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**POSITION:** Indonesian Language/Literature Teacher  
**CAMPUS/DIVISION:** High School/Modern Language  
**REPORTS TO:** High School Principal  
**JOB OPENING:** 27 January - 30 April 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 Bachelor's degree in a Indonesian Language compulsory and preferably with Indonesian Literature. Masters qualification in Indonesian Language and literature preferred.
2. Relevant Teaching credential
3. Native Indonesian speaker with extensive knowledge of Indonesian culture and literature as well as up to date with the latest developments in Indonesian literature.
4. Ability to work in English including writing academic reports and playing a full role in department and PLC meetings
5. Minimum three years of experience preferably with experience teaching IB courses and teaching in SPK school
6. Preferred courses include IB A Indonesian SL/HL; IB B Indonesian SL/HL; The ability to teach both first and second language Indonesian from Grade 9 to Grade 12 is essential and experience with the Indonesian national curriculum as well.
7. Ability to promote the Indonesian culture through language and cultural activities
8. Demonstrated organizational ability and effective communicative, writing and interpersonal skills
9. Documented knowledge of IB requirements and Indonesian National Curriculum document requirements (Program Tahunan, Program Semester, Rencana Pelaksanaan Pembelajaran)
10. Advocate for Differentiated Instruction and the ability to cater for a diverse range of abilities
11. Experience with, and commitment to, a Professional Learning Community and departmental work
12. An ability to work collaboratively as a member of a large department
13. Experience using computers and other electronic teaching tools, including Google Suite, web-based resources, PowerSchool and/or other contemporary software
14. Demonstrated background in associating with students outside of classroom environment (This could include experiences in drama, sports, clubs, music or other non-academic endeavors)
15. A commitment to international education and developing global citizens of the future.
16. A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

## **DUTIES and RESPONSIBILITIES**

1. Working closely with the Head of Department to plan cooperatively, develop curriculum and maintain a positive, professional school climate
2. Participating in professional learning
3. Maintaining an open attitude toward new ideas and accepting of others whose experiences, opinions and beliefs may differ
4. Engaging with the JIS Professional Growth and Appraisal process
5. Continuing to develop pedagogy that benefits student learning
6. Ensuring effective delivery of curriculum and contributing to the ongoing development of our written curriculum.
7. Providing effective feedback using common formative and summative assessments that help to shape the next learning experience
8. Demonstrating knowledge and skills in the content areas and explicitly developing the Learning Dispositions Collaborating with the Student Support Team and executing ILPs as appropriate for students in their charge
9. Building positive interpersonal relationships and actively engaging in Child Safeguarding practices
10. Developing and promoting positive interactions among our diverse student body
11. Fostering sense of identity and pride in the school among students, parents, and colleagues
12. Collaborating with the department team, school wide teams and Student Support Team
13. Ability to collaborate with the office of the Indonesian Educational Program and Indonesian Teachers of other schools in improving and developing the teaching/learning of Indonesian studies
14. Communicating effectively with all members of the JIS community
15. Empowering students to take responsibility for their learning and actions
16. Identifying and seeking support when in need
17. Able and willing to work in an asynchronous or synchronous online platform if necessary
18. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting
19. Performs other related duties and assuming other responsibilities as assigned by the High School Principal, including and not limited to participation in class/School's activities or events, attendance of workshops organized by JIS

## **TO APPLY**

Interested qualified internal candidate, please send your cover letter, resume and the last 2 Performance Feedback to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id). In your application, state your education background, work experience, skills, and how they relate to the above-mentioned qualifications and duties/responsibilities. Mention your present position, location and extension number.