



JOB OPENING

POSITION: High School Learning Support Specialist
REPORTS TO: High School Principal and Head of Learning Support
CONTRACT TERM: 2 School Years (2022-2024)
JOB OPENING: 01 October - 10 December 2021
External: we reserve the right to end the recruitment process once a suitable candidate is found

PURPOSE

Jakarta Intercultural School (JIS) educators provide memorable experiences for JIS students. The primary role of the Learning Support Specialist is to provide a continuum of services for students requiring support so that they may access the curriculum to the best of their ability. Additionally, JIS Learning Support Specialists work collaboratively with counselors, administrators, specialists, parents and teachers to support the needs of a wide range of learners at JIS in pursuit of our *Mission, Vision, Values and Dreams*.

QUALIFICATIONS, EXPERIENCES, and ATTRIBUTES

1. Minimum Master's degree in special education or equivalent
2. Certification in Learning Support/Special Education/Resource Support
3. Minimum five years of experience working as a Learning Support Specialist
4. Extensive experience using a range of formal and informal diagnostic assessments
5. Extensive experience teaching in a collaborative model (co-teaching classes)
6. Experience working as a collaborative member of a Student Support Team (SST)
7. Strong interpersonal, communication and collaborative skills
8. Strong organizational skills required and computer literacy skills
9. A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

DUTIES and RESPONSIBILITIES

1. Case Manager
 - a. Responsible for direct and indirect support of all students on the caseload
 - b. Teaching the Learning Strategies class and developing and implementing Individual Learning Plans (ILPs) for students on direct support status
 - c. Developing and facilitating the implementation of Student Accommodation Plans for students on indirect support status
 - d. Maintaining student confidential files
 - e. Collaborating with Learning Support teachers in other grades to ensure effective transitions
2. Learning Strategies classroom teacher
 - a. Working with students in a small-group setting to develop strategies they can apply across all subject areas



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- b. Work with students to enhance their metacognitive understanding
- c. Supporting students with their academic coursework in a variety of subjects
- d. Communicating with teachers and parents regarding students' progress
3. Department Support
 - a. Co-teaching one or more courses and participating as a regular member of the course Professional Learning Community (PLC)
 - b. Attending subject area department and PLC meetings for various courses
 - c. Supporting teachers and students with strategies, resources, and in-class support
4. Intervention Support
 - a. Collaborating with team members to support students of concern who are not currently in the program
 - b. Conducting observations, gathering feedback, and working with classroom teachers to identify strategies to support the student
 - c. Implement tier 2 interventions
5. Working closely with Department Heads to plan cooperatively, develop curriculum and maintain a positive, professional school climate
6. Participating in professional learning
7. Maintaining an open attitude toward new ideas and accepting of others whose experiences, opinions, and beliefs may differ
8. Engaging with the JIS Growth and Appraisal process
9. Continuing to develop pedagogy that benefits student learning
10. Ensuring effective delivery of curriculum and contributing to curriculum development
11. Providing effective feedback using common formative and summative assessments that help to shape the next learning experience
12. Demonstrating knowledge and skills in the content areas and explicitly developing the Learning Dispositions (Resilience, Resourcefulness, Relating and Reflectiveness)
13. Collaborating with the SST and executing ILPs as appropriate for students in their charge
14. Building positive interpersonal relationships
15. Actively engage in Child Protection practices
16. Developing and promoting positive interactions among our diverse student body
17. Fostering a sense of identity and pride in the school among students, parents and colleagues
18. Collaborating with department team, School Wide teams, and SST
19. Communicating effectively with all members of the JIS Community
20. Empowering students to take responsibility for their learning and actions
21. Persevering by channeling the energy of frustration productively
22. Identifying and seeking support when in need



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23. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflectiveness
24. 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