



## JOB OPENING

**POSITION:** High School Counselor  
**REPORTS TO:** High School Principal  
**CONTRACT TERM:** 2 School Years (2022-2024)  
**JOB OPENING:** 03 December 2021 - 14 January 2022  
**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. 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
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



## JOB OPENING

9. Providing parents and students on student wellbeing, parenting, college application processes, career and academic planning and specific national college/university requirements
10. Providing prompt correspondence, effective scheduling and a supportive, caring environment to students and families
11. Collaborating with the Student Support Team and executing ILP's as appropriate for students in their charge
12. Building positive interpersonal relationships and actively engage in Child Safeguarding practices
13. Developing and promoting positive interactions among our diverse student body
14. Fostering sense of identity and pride in the school among students, parents and colleagues
15. Collaborating with department team, Schoolwide teams and Student Support Team
16. Communicating effectively with all members of the JIS community
17. Empowering students to take responsibility for their learning and actions
18. Identifying and seeking support when in need
19. Able and willing to work in an asynchronous or synchronous online platform if necessary
20. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting
21. 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](mailto:application@jisedu.or.id)