



## **JOB OPENING**

**POSITION:** Mathematics Assistant Teacher  
**CAMPUS/DIVISION:** High School/Mathematics  
**REPORTS TO:** Mathematics Department Head  
**JOB OPENING:** 23 May – 10 June 2022

### **PURPOSE:**

The High School (HS) Mathematics Assistant Teacher is responsible for supporting the delivery of our math curriculum to students in an engaging, stimulating, and effective manner, using varied instructional strategies. The Mathematics Assistant Teacher shall demonstrate the ability to support student progress across the mathematics courses we offer as a co-teacher and step in to take cover lessons as required. This position shall support teachers as needed across all levels of students from Grades 9 to 12 including IB and AP curriculums.

### **QUALIFICATIONS**

1. Minimum Bachelor's degree, in Mathematics and/or secondary education Mathematics preferred
2. A teaching credential in Mathematics preferred
3. Minimum three years of experience in teaching High School Mathematics
4. Experience in a school with a well-defined High School philosophy
5. Demonstrated organizational ability, and effective communicative, writing, and interpersonal skills
6. Experience teaching a range of levels of mathematics is preferred
7. Documented knowledge of the IB program, the AP program, or any international mathematics curriculum is an advantage
8. Demonstrated ability to integrate technology within lessons in response to student learning needs
9. Demonstrated background in associating with students outside of the classroom environment - this could include experiences in drama, sports, clubs, music, or other non-academic endeavors
10. A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

### **DUTIES AND RESPONSIBILITIES**

- 1) Providing students with positive and appropriate learning experiences
  - a) Faculty must demonstrate commitment to professional inquiry and engage in collective processes of assessment and instruction
  - b) Creating a safe learning environment
    - i) Collaboratively supporting students and executing Individual Learning Plans (ILPs) as appropriate for students in their charge and as directed by the head of department or class teachers
    - ii) Working actively with Learning Support Teachers with common students
    - iii) Taking cover lessons across the department as required
- 2) Building positive interpersonal relationships
  - a) Promoting positive interactions among students who have differing cultural, linguistic, and national backgrounds
    - i) Fostering a sense of identity and pride in the school among students, parents and colleagues
    - ii) Maintaining an open attitude toward new ideas and accepting of others whose experiences, opinions and beliefs may differ
    - iii) Collaborating with colleagues



- 3) Seeking ongoing professional growth
  - a) Continuing to acquire new learning and reflecting new learning and professional practice
  - b) Engaging in opportunities for in-service and workshop offerings
  - c) Sharing professional knowledge with colleagues
  - d) Working closely with the Department Head, and other mathematics teachers to plan cooperatively, develop curriculum and maintain a positive, professional school climate within the department
  - e) Setting goals for professional development, taking advantage of professional development opportunities, and demonstrating current best practice in the field of education
- 4) Communicating effectively
  - a) Communicating concerns for students who may be experiencing social, emotional, or academic difficulties to the Student Support Team
  - b) Communicating with department members and the Head of Department, assisting with department needs and acting as a liaison between the department and other areas of the school
- 5) Able and willing to work in an asynchronous or synchronous online platform if necessary
- 6) Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflectiveness
- 7) Performing other related duties and assuming other responsibilities as assigned by the High School Principal and/or Mathematic Department Head

**TO APPLY**

Interested qualified candidates, please send your cover letter, resume, and 3-5 list of professional references to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id)