



JOB OPENING

POSITION: Assistant Teacher
CAMPUS: Elementary School
REPORTS TO: Elementary School Principal
JOB OPENING: 11 October – 09 December 2022

PURPOSE:

Under the direction and supervision of the Classroom Teacher, the Assistant Teacher is primarily responsible for assisting the Classroom Teacher in the planning, delivery, and assessment of instruction in the elementary classroom. The Assistant Teacher is evaluated by the Elementary School Principal and the Classroom Teacher.

QUALIFICATIONS

1. Indonesian citizen
2. Minimum Bachelor's degree
3. Minimum three years of experience in teaching position
4. Demonstrated fluency in written and spoken English
5. Demonstrated organizational ability, effective communicative skills, and interpersonal skills
6. Demonstrated ability to integrate technology within lessons in response to student learning needs
7. A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Assists in the planning, delivery, and assessment of instruction
2. Prepares lesson outlines and plans in assigned subject areas and submits outlines to teachers for review
3. Assists in the planning, delivery, and assessment of instruction
4. Clarifies assigned duties with the classroom teachers in order to coordinate instructional efforts
5. Teaches individuals and small groups on a wide range of subjects
6. Observes, documents, and discusses student learning
7. Manages student record keeping
8. Participates in teacher-parent conferences regarding students' progress or areas of growth
9. Supervises students in and out of the classrooms
10. Supports service learning and environmental stewardship initiatives
11. Attends staff meetings and serves on committees as required
12. Assists with whole school or grade level special events such as celebrations, assemblies & exhibitions when needed.
13. Assists in the care and security of school equipment and materials
14. Notifies facilities/administration of potential safety hazards
15. Prepares lesson materials, bulletin board displays, exhibits, equipment, and demonstrations
16. Assists with newsletters, permission slips and other communications
17. Takes class attendance and maintains attendance records
18. Collects and safeguards money from students for school-related projects
19. Assists students with technology
20. Plans, prepares, and develops various teaching aids such as bibliographies, charts, and graphs
21. Distributes teaching materials such as textbooks, workbooks, papers, and pencils to students
22. Organizes and supervises games and other recreational activities to promote physical, mental, and social development



23. Actively adheres to Child Protection practices
24. Provides extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities
25. Empowers students to take responsibility for their own actions
26. Perceives subtle nuances, patterns, and details of their experiences with young children. Is observant of students and strives to meet individual student's needs
27. Perseveres by channeling the energy of frustration productively
28. Looks for opportunities to take initiative and is willing to be flexible
29. Able and willing to work in an asynchronous or synchronous online platform if necessary
30. Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflectiveness
31. Performing other related duties and assuming other responsibilities as assigned by the Elementary School Principal, Associate Principal and/or Classroom Teacher.

TO APPLY

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