



## **JOB OPENING**

**POSITION:** JIS Learning Center Assistant Teacher  
**CAMPUS:** Pattimura Elementary School  
**REPORTS TO:** Pattimura Elementary School Principal  
**JOB OPENING:** 11 October – 09 December 2022

### **PURPOSE:**

The JIS Learning Center exemplifies JIS' commitment to educational inclusivity via a self-contained classroom designed to meet the needs of students with intensive learning needs. This program serves students with more global delays such as intellectual and developmental disabilities who require an individualized curriculum focusing on independence, life skills, and academics.

The JIS Learning Center assistant teacher, under general supervision, provides assistance to a classroom teacher, performing a variety of tasks relating to the physical and instructional needs of students in a classroom setting; assists in the implementation of instructional programs, including self-help and behavior management as well as instruction. The assistant teacher performs related duties as required or assigned.

### **QUALIFICATIONS**

1. Indonesian citizen
2. Minimum Bachelor's Degree holder
3. Minimum three years in a similar type of position
4. Ability to communicate effectively in English (TOEFL Score Min 550) and Indonesian
5. Demonstrated experience using Microsoft Office (Word, Excel, and PowerPoint), Power school, and Macintosh Computer.
6. Outstanding personal communication skills meet the public, students and staff, tactfully and courteously
7. Demonstrated experience and comfort level with children especially in instructional settings
8. Understands and carries out oral and written directions
9. Willing to work closely supporting students with special needs
10. A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

### **DUTIES AND RESPONSIBILITIES**

1. Assist in the educational and social development of students under the direction and guidance of the classroom teacher
2. Assist in the implementation of Individual Education Plans for the students and monitor their progress.
3. Provide support for individual students in and out of the classroom to enable them to fully participate in activities
4. Collaborate with other professionals, such as speech therapist, counselor, and motor therapist
5. Assist classroom teachers with maintaining student records
6. Support students with emotional or behavior concerns and assist them in developing appropriate social skills
7. Maintain communication with teacher regarding schedules, student progress and problem solving on a daily basis
8. Assist students with physical elements of hygiene, including but not limited to, bath rooming, occupational, feeding, clothing, etc.



9. Assist in implementing behavior management programs
10. Supervise and monitor students for appropriate behavior
11. Monitor students to ensure their safety and the safety of other persons
12. Foster and encourage the independence of students
13. Collect and maintain data as directed by supervising teacher
14. Assist in the planning, delivery, and assessment of instruction
15. Clarify assigned duties with classroom teachers in order to coordinate instructional efforts
16. Teach individuals and a small group on a wide range of subjects
17. Participate in teacher-parent conferences regarding students' progress of areas of growth
18. Support service learning and environmental stewardship initiatives
19. Attend staff meetings and serves on committees as required
20. Assist with whole school or grade level special events such as celebrations, assemblies & exhibitions when needed
21. Assist in the care and security of school equipment and materials
22. Notify facilities/administration of potential safety hazards
23. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstration
24. Assist with newsletter, permission slips and other communication
25. Take class attendance, maintains attendance records
26. Collect and safeguard money from students for school-related projects
27. Assist students with technology
28. Plan, prepare and develop various teaching aids
29. Distribute teaching materials such as textbooks, workbooks, papers and pencils to students
30. Organize and supervise games and other recreational activities to promote physical, mental and social development
31. Actively adhere to Child Protection practices
32. Empower students to take responsibility for their own actions
33. Perceive subtle nuances, patterns and details of their experiences with young children and is observant of and strives to meet individual student's needs.
34. Able and willing to work in an asynchronous or synchronous online platform if necessary
35. Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflectiveness
36. 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](mailto:recruitment@jisedu.or.id)