



POSITION: Art Classroom Assistant
CAMPUS/DIVISION: Middle School/Art
REPORTS TO: Middle School Principal and Middle School Art Teacher
JOB OPENING: 04 October – 09 December 2022

PURPOSE:

Under the supervision of the Middle School Principal and Middle School Art Teacher, the MS Art Classroom Assistant will assist in the art teaching process (including prepare, maintain, and organize art materials, equipment, and classroom; provide technical and practical assistance to students; perform supporting administrative and clerical duties) to ensure students' art knowledge and skill enhancement.

QUALIFICATIONS AND EXPERIENCES

1. Minimum Bachelor's degree in Art or Art Management
2. Demonstrated experience in the art room, art gallery, or as an art teacher
3. Demonstrated proficiency in Microsoft Office (Word, Excel, and PowerPoint) and Google Application (Google Drive, Google Sheet, Google Email)
4. Ability to communicate effectively in English and Indonesian
5. Measurable history of organizational knowledge and skills at performing multiple tasks simultaneously with minimum supervision
6. Successful experience in collaborating with others, working in teams, and liaising with other departments
7. Proven ability to have strong public relation skills, self-motivating, problem-solving skills essentials, and intercultural communication skills
8. Proven ability to analytical thinking and details oriented
9. Proven ability in customers services skills
10. Outstanding personal communication skills, tactfully and courteously
11. A commitment to international education and developing global citizens of the future.
12. A clear commitment to Child Safeguarding, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Provides practical assistance to students in proceeding art project (day, printing, batik, sculpture) include know-how of clay and kiln preparation, firing process for ceramics, glazes) in order to ensure the enhancement of students' art knowledge and skill.
2. Provides technical assistance to students in computer laboratory (specially to design class) such as tutorials for using Photoshop & Adobe Illustrator in order to improve students' design knowledge and skill.
3. Prepares materials for art teaching process (including organizing local and overseas purchases, creating purchase requests through the system, coordinating with Purchasing Department, CIL Warehouse, maintain inventory) in order to



ensure availability and quality of all art materials to produce a good output of artwork.

4. Maintain all students' artworks (include take a picture of the students' artworks and activities, digitize and mounting the artworks, upload to computer, put on the students and teachers' blog assessment, and ensure students' accessibility to the blog) in order to provide comprehensive documentation for all students' art project and activity.
5. Perform administrative and clerical duties (including copying, setting up, and preparing classroom and materials, check equipment in the classroom at the end of the day) to ensure availability of the equipment for next day use.
6. Learn and update knowledge on computer art programs supporting the art teaching process in order to improve required technical knowledge and skill of the art.
7. Prepare students' folders every new semester to store students' artworks and make students' portfolios at the end of the semester.
8. Perform self-development activities to up-grade job competency.
9. Able and willing to work in an asynchronous or synchronous online platform if necessary
10. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
11. Performs other related duties and assuming other responsibilities as assigned by the Middle School Principal or Middle School Art Teacher, including, and not limited to participation in class/School's activities or events, attendance of workshops organized by JIS

TO APPLY

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