

POSITION: Assistant Teacher
REPORTS TO: Elementary School Principal
CAMPUS: Elementary School
JOB OPENING: 01 October – 31 December 2023

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, EXPERIENCES & ATTRIBUTES

- Minimum a bachelor's degree from an accredited institution
- Minimum of three (3) years of work experience in teaching position
- Fluency in English and Bahasa Indonesia
- Excellent communication and interpersonal skills
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect
- Demonstrated ability to integrate technology within lessons in response to student learning needs
- A clear commitment to Child Protection, safety, service learning and environmental stewardship

DUTIES AND RESPONSIBILITIES

- Assists in the planning, delivery, and assessment of instruction
- Teaches individuals and small groups on a wide range of subjects
- Prepares lesson plans in assigned subject areas and submits lessons to teachers for review when needed
- Observes, documents, and discusses student learning
- Strives to meet individual student's needs.
- Models and helps children increase their self-awareness, manage emotions, create, and sustain positive relationships and make responsible decisions.
- Assists students with technology
- Provides additional assistance to students with learning differences, physical disabilities, and children with limited English proficiency.
- Participates in teacher-parent conferences regarding students' progress of areas of growth
- Supervises students in and out of the classroom, i.e., Walking class to/from specialist classes, Walking/escorting students to dismissal lines (buses, cars) and waiting for duty coverage to arrive, take student lunch/snack bins to/from needed locations, help students enter into room ensuring students have used hand sanitizer and/or washed hands
- Supports service learning and environmental stewardship initiatives
- Attends staff meeting and serves on committees as required
- Assist with whole school or grade level special events such as celebrations, assemblies, performances, FUN Days, camps & exhibitions when needed
- Organizes and supervises games and other recreational activities to promote physical, mental and social development
- Manages student record keeping
- Assists in the care and security of school equipment and materials
- Prepares materials, bulletin board displays, exhibits, and equipment

- Plans, prepares, and develops various teaching aids. Distributes materials when needed.
- Assists with the creation of class newsletters, and other communication
- Takes class attendance and maintains attendance records
- Collects and safeguards money from students for school-related projects
- Actively adheres to Child Protection practices
- Notifies facilities/administration of potential safety hazards
- Clarifies assigned duties with the classroom teachers when needed
- Empowers students to take responsibility for their own actions
- Looks for opportunities to take initiative and willing to be flexible
- Helps to advance the Mission and Vision of the school and acts in accordance with the JIS Values and Dispositions
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting.
- Performs 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