

**POSITION:** High School Counselor (Social-Emotional)  
**REPORTS TO:** High School Principal  
**CONTRACT TERM:** 2 School Years (2024-2026)  
**CONTRACT START DATE:** 1 July 2024  
**JOB OPENING:** 28 August 2023

*External: We reserve the right to end the recruitment process once a suitable candidate is found.*

#### PURPOSE

Jakarta Intercultural School (JIS) educators provide memorable experiences for JIS students. JIS High School teachers are responsible for working collaboratively to develop and implement the High School (HS) program at JIS. JIS educators work in a professional learning community to continuously improve teaching practice for the benefit of the students at JIS in pursuit of our Mission, Vision, Values and Dreams.

JIS currently runs a comprehensive counseling model where all high school counselors support students through course scheduling, university admissions and social emotional issues. We continue to explore what model serves our students best based on the strengths of our team. For the 2023-24 school year we are recruiting multiple counselors to help us in determining our model moving forward. We encourage counselors with strengths in any or all areas to apply!

#### QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Master's degree
2. Counseling credential or certification preferred
3. Minimum five years of experience in comprehensive counseling (academic, social/emotional, university advising)
4. Experience in a school with a well-defined High School philosophy – International setting preferred
5. Experience with, and commitment to, a Professional Learning Community and departmental work
6. Demonstrated background in associating with students outside of classroom environment – this could include experiences in drama, sports, clubs, music or other non-academic endeavors
7. Passion for High School
8. A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

#### DUTIES AND RESPONSIBILITIES

1. Working closely with Head of Department to plan cooperatively, develop curriculum and maintain a positive, professional school climate
2. Implementing and delivering the HS Advisory curriculum in collaboration with the Grade Level Coordinators
3. Aiding in effective delivery of HS Advisory curriculum and contributing to curriculum development
4. Participating in professional learning
5. Maintaining an open attitude toward new ideas and accepting of others whose experiences, opinions and beliefs may differ
6. Engaging with the JIS Supervision and Evaluation process
7. Continuing to develop pedagogy that benefits student learning
8. Provide individual and small group counseling for students
9. Contributing in the development and provision of school-wide counseling, child safeguarding and support services
10. Proactive in prevention and intervention of well-being concerns
11. Leads our team approach to responding to crisis situations as a Child Safeguarding Officer
12. Educating JIS community on general information, trends, and developments relating to student well-being
13. Advocate for and maintain a current list of community and mental health resources outside of school for referral purposes
14. Providing prompt correspondence, effective scheduling and a supportive, caring environment to students and families
15. Developing course schedules for caseload
16. Lead orientation sessions for 9th graders, new students, and families to the school

17. Developing course schedules for caseload
18. Collaborating with the Student Support Team and executing ILPs as appropriate for students in their charge
19. Building positive interpersonal relationships actively engage in Child Protection practices
20. Developing and promoting positive interactions among our diverse student body
21. Fostering sense of identity and pride in the school among students, parents, and colleagues
22. Maintaining confidentiality regarding student and family issues
23. Collaborating with department team, school-wide teams and Student Support Team
24. Communicating effectively with all members of the JIS community
25. Review academic files of incoming students, determining course placement and potential learning supports.
26. Empowering students to take responsibility for their learning and actions
27. Identifying and seeking support when in need
28. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting.
29. Performing other related duties and assuming other responsibilities as assigned by the HS Principal and Head of Department.

**TO APPLY**

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