

**POSITION:** High School Learning Support Specialist  
**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. The primary role of the Learning Support Specialist is to provide a continuum of services for students requiring support so that they may access the curriculum to the best of their ability. Additionally, JIS Learning Support Specialists work collaboratively with counselors, administrators, specialists, parents and teachers to support the needs of a wide range of learners at JIS in pursuit of our *Mission, Vision, Values and Dreams*.

#### QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum undergraduate degree in special education or equivalent (Masters preferred)
2. Certification in Learning Support/Special Education/Resource Support
3. Minimum five years of experience working as a Learning Support Specialist
4. Extensive experience using and reading a range of formal and informal diagnostic assessments
5. Extensive experience teaching in a collaborative model (co-teaching classes)
6. Experience working as a collaborative member of a Student Support Team (SST)
7. Strong interpersonal, communication and collaborative skills
8. Strong organizational skills required and computer literacy skills
9. Clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

#### DUTIES AND RESPONSIBILITIES

1. Case Manager
  - a. Responsible for direct and indirect support of all students on the caseload
  - b. Teaching the Learning Strategies class and developing and implementing Individual Learning Plans (ILPs) for students on direct support status
  - c. Developing and facilitating the implementation of Student Accommodation Plans for students on indirect support status
  - d. Maintaining student confidential files
  - e. Collaborating with Learning Support teachers in other grades to ensure effective transitions
2. Learning Strategies classroom teacher
  - a. Working with students in a small-group setting to develop strategies they can apply across all subject areas
  - b. Work with students to enhance their metacognitive understanding and skills
  - c. Supporting students with their academic coursework in a variety of subjects
  - d. Communicating with teachers and parents regarding students' progress
3. Department Support
  - a. Collaboratively teach one or more courses and participating as a regular member of the course Professional Learning Community (PLC)
  - b. Attending subject area department and PLC meetings for various courses
  - c. Supporting teachers and students with strategies, resources and in-class support
4. Intervention Support
  - a. Collaborating with team members to support students of concern who are not currently in the program
  - b. Conducting observations, gathering feedback and working with classroom teachers to identify strategies to support the student
  - c. Implement tier 2 interventions
5. Working closely with Faculty to plan cooperatively, develop curriculum and maintain a positive, professional school climate
6. Participating in professional learning

7. Engaging with the JIS Growth and Appraisal process
8. Continuing to develop pedagogy that benefits student learning
9. Ensuring effective delivery of curriculum and contributing to curriculum development
10. Providing effective feedback using common formative and summative assessments that help to shape the next learning experience
11. Demonstrating knowledge and skills in the content areas
12. Collaborating with the SST and executing ILPs as appropriate for students in their charge
13. Building positive interpersonal relationships through maintaining an open attitude toward input from others whose experiences, opinions and beliefs may differ
14. Actively engage in Child Safeguarding practices
15. Developing and promoting positive interactions among our diverse student body
16. Fostering sense of identity and pride in the school among students, parents and colleagues
17. Collaborating with department team, wider faculty and School Wide teams as needed
18. Communicating effectively with all members of the JIS Community
19. Empowering students to take responsibility for their learning and actions
20. Persevering by channeling the energy of frustration productively and identifying and seeking support when in need
21. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflectiveness
22. Performing other duties and assuming other responsibilities as assigned by the HS Principal and/or Head of Learning Support

**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)