

POSITION:	High School Counseling: Personal Academic Counselor
REPORTS TO:	High School Principal
CONTRACT TERM:	2 School Years (2025-2027)
CONTRACT START DATE:	1 July 2025
JOB OPENING:	4 September 2024

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

PURPOSE

The Personal Academic Counselor at Jakarta Intercultural School provides essential support in fostering students' academic and personal growth throughout their high school journey. This role is pivotal in guiding students through their high school experience, ensuring they are prepared for university and adult life. As a part of the counseling team, Personal Academic Counselors work closely with university counselors, faculty, and administrators to deliver a comprehensive counseling service that aligns with the school's mission and values.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Master's degree in Counseling, Psychology, Education, or a related field.
2. Valid credential in a related field.
3. Minimum of five years experience in educational counseling, with a strong preference for experience in an international high school setting.
4. Demonstrated ability to communicate effectively and empathetically with adolescents, parents, and staff in a diverse international community.
5. Proven skills in developing and managing comprehensive counseling programs.
6. Familiarity with academic advising, including the IB and AP frameworks.
7. Competency in using educational technology and student information systems.
8. Strong organizational and collaborative skills to effectively manage caseloads and participate in schoolwide initiatives.
9. Commitment to ongoing professional development in counseling practices and student well-being strategies.
10. Dedication to promoting the welfare of children and young people.
11. Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Counseling and Student Support

- Provide individual and group counseling to address students' personal, social, behavioral, and academic needs.
- Facilitate small group sessions tailored to specific developmental topics or student interests.
- Administer and analyze well-being surveys to identify student needs and adapt counseling strategies accordingly.
- Collaborate with the Student Support Team to implement tiered interventions for students.
- Adapt counseling services to be delivered in asynchronous and synchronous formats when necessary.

Academic Advising

- Assist students and families in course selection that aligns with their academic goals and personal strengths.
- Monitor students' academic progress and coordinate with faculty to support students' educational achievements.
- Provide guidance on academic program options like IB, AP, and other specialized tracks.

Program Development and Coordination

- Co-plan and deliver engaging and relevant advisory lessons as a co-leader for designated grade levels.
- Coordinate the transition programs for incoming Grade 9 students and other key transitional stages within the high school.
- Develop and present workshops for students and parents on topics pertinent to academic and personal development.

Community Engagement and Education

- Engage actively in community events and maintain visibility among the student body to promote accessibility.
- Lead informational sessions for parents, addressing common questions and concerns regarding student development and school programs.
- Participate in schoolwide initiatives to enhance community understanding of counseling services.
- Organize and actively participate in school trips, including multi-day and overnight excursions, to enrich students' educational experiences.

Professional Collaboration and Development

- Actively participate in professional learning communities and pursue ongoing professional education.
- Maintain proficiency in social-emotional learning by engaging in personal research and participating in targeted professional development opportunities.
- Engage in regular supervision and collaborative meetings with the school therapist and psychologist to refine counseling practices.
- Serve on school leadership committees as required, contributing to the strategic planning of student services.
- Engage with the JIS Growth and Appraisal process to continuously refine counseling practices and align with professional standards.

Child Safeguarding and Compliance

- Serve as a child safeguarding officer, adhering to and promoting the school's policies and protocols.
- Document and manage reports concerning student welfare, ensuring compliance with school procedures and standards.

System Support and Administrative Duties

- Manage and maintain accurate student records using student information systems such as PowerSchool.
- Manage and update student schedules, implementing necessary changes as needed.
- Review and evaluate admission files for prospective students, providing insightful recommendations on their capacity to succeed at JIS.
- Ensure accurate completion of students' administrative forms.
- Coordinate with the registrar and administrative staff to ensure the smooth operation of the counseling office.

Professional Dispositions and Responsibilities

- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Perform other related duties and assume other responsibilities as assigned by the High School Principal and Associate Principal for Student Life and Well-being.

TO APPLY

Interested candidates should apply directly by email to teachingapplication@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence and the candidate's country of origin.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.