

POSITION: High School: Activities Coordinator
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 High School Activities Coordinator at Jakarta Intercultural School plays a crucial role in enhancing the student experience by developing, scheduling, and implementing a comprehensive co-curricular program. This includes overseeing school events, student government, social functions, assemblies, clubs, and organizations. The Coordinator ensures these activities align with the school's mission and contribute significantly to the holistic development of students.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Master's degree in Education, Management, or a related field.
2. At least five years of program management experience within a high school setting, international experience preferred.
3. Exceptional organizational, project management, and communication skills.
4. Proven leadership in managing student activities and educational programs.
5. Effective communicator, capable of engaging diverse audiences including students, faculty, parents and external stakeholders.
6. Strong relationship-building skills, fostering a collaborative and supportive community.
7. Demonstrated commitment to enhancing student life through dynamic co-curricular programs.
8. Experience in leading extracurricular activities such as drama, sports, clubs, or music.
9. Experience in collaborating with diverse educational teams and stakeholders.
10. Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Program Management and Event Coordination

- Coordinate and supervise all aspects of the high school's non-athletic co-curricular activities, ensuring a dynamic range of events and activities that engage and inspire students.
- Oversee the organization and management of major school events, student clubs, and leadership programs, with specific responsibility for major events such as the Prom, Cilandak Games, Uniting Nations Day, and Graduation.
- Organize and manage the school's participation in key events such as the IASAS Model United Nations and Cultural Conventions, as well as other club-based activities, such as robotics competitions, including travel logistics, effective representation and engagement.
- Plan and execute school-wide celebrations, awards ceremonies, and regular assemblies.
- Adapt to both asynchronous and synchronous online formats when necessary.

LEAD Week Coordination

- Spearhead the planning, development, and execution of High School LEAD Week, ensuring it aligns with educational goals and provides enriching experiences for students.
- Select destinations, arrange travel logistics, and coordinate with chaperones, external partners
- Collaborate with the Head of Risk Management to ensure all trips meet the highest safety standards, including conducting risk assessments and establishing standard operating procedures (SOPs).
- Manage communication with students, parents, and staff to ensure clear understanding and involvement in LEAD Week activities.
- Oversee budget planning and financial reporting, ensuring transparency and fiscal responsibility in the management of LEAD Week resources.

Stakeholder Engagement

- Serve as the liaison between the student body and the school administration, fostering effective communication and enhancing student involvement in school initiatives.

- Maintain strong relationships with external organizations and committees, including representing the school at IASAS Committee meetings.
- Serve as High School representative to the HS PTA, schoolwide PTA, and other parent-teacher organizations.
- Communicate clearly and in a timely manner with all stakeholders

Financial and Resource Management

- Oversee the budget for student activities and manage financial transactions related to co-curricular events.
- Ensure resources are utilized effectively to support a broad range of student activities.
- Manage the allocation of positional stipends for co-curricular roles through collaboration with Human Resources and the Business Office.

Professional Development and Leadership

- Serve as a member of the High School Co-Curricular Team, contributing to schoolwide strategic planning and decision-making.
- Participate in professional learning communities, contributing to the development of best practices in student engagement.
- Engage with the JIS Growth and Appraisal process to continuously refine practices and align with school standards.

Digital and Media Management

- Oversee the social media presence of high school activity clubs in partnership with club advisors.
- Maintain and update the High School activities page on JISNet and other relevant digital platforms.
- Collaborate with school photographers to create visual displays that effectively highlight all aspects of the High School program.

Community and Collaboration

- Act as the primary manager of the High School master calendar, coordinating with various school divisions and teams to ensure alignment of scheduling and facility bookings for all events.
- Organize weekly communications with students, and contribute to weekly communication from administration to colleagues and parents.
- Work in partnership with the Associate Principal for Student Life and Well-being to support grade-level leaders and class councils in their event planning and leadership development.
- Collaborate with the HS Service Coordinator and Athletics Coordinator to enhance service learning and athletic programs.
- Organize and actively participate in school trips, including multi-day and overnight excursions, to enrich students' educational experiences.

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.