

POSITION:	Schoolwide Student Support Services Coordinator
REPORTS TO:	Deputy Head of School
APPOINTMENT TYPE:	Part-time (0.6 FTE), additional to direct support service role (0.4 FTE)
CONTRACT TERM:	2 School Years (2025-2027)
CONTRACT START DATE:	1 July 2025
JOB OPENING:	4 October 2024

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

Note: This position is ideally envisioned as a dual role with 0.6 FTE as the Schoolwide Student Support Services Coordinator and 0.4 FTE as a support services provider. The successful candidate may also work in a support services role such as a school psychologist, speech-language pathologist (SLP), or learning support specialist, depending on qualifications and school needs. However, the exact configuration may be subject to change based on the candidate's expertise and the school's requirements.

PURPOSE

Jakarta Intercultural School (JIS) educators are committed to providing transformative learning experiences that inspire and challenge JIS students. As members of a professional learning community, JIS teachers collaborate to refine and advance the program, aligning their practices with our Mission and Vision. Dedicated to continuous professional growth, JIS educators strive to innovate and improve their teaching methods to enrich the educational journey of every student.

The Schoolwide Student Support Services Coordinator at Jakarta Intercultural School (JIS) is responsible for leading and overseeing the delivery of a comprehensive range of student support services across all divisions. The Coordinator ensures alignment, collaboration, and consistency of support services such as learning support, speech therapy, occupational therapy, and English as an Additional Language (EAL). This role directly supervises the JIS Learning Center (JLC) program. In collaboration with divisional leadership, the Coordinator develops and implements effective and sustainable support systems, driving best practices in meeting the diverse learning, behavioral, and emotional needs of students. The Coordinator ensures that all services align with the JIS Mission and Vision, fostering an inclusive and supportive learning environment for all students.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Master's degree in Education, Special Education, School Psychology, or a related field.
2. Certification in one or more specialized areas: Special Education, School Psychology, Speech-Language Pathology, or a related field.
3. At least five years of leadership experience in student support services, special education, or a similar role.
4. Demonstrated ability to lead and manage multidisciplinary support services in an educational setting.
5. Expertise in developing and implementing individualized learning plans and strategies to support a wide range of learning and developmental needs.
6. Experience in managing and coordinating specialized programs for students with intellectual, behavioral, and emotional challenges.
7. Strong understanding of instructional strategies, inclusive practices, and differentiated instruction.
8. Extensive experience using a range of formal and informal diagnostic assessments.
9. Strong knowledge of evidence-based interventions
10. Prior experience in an international school setting is preferred.
11. Active participation in a Professional Learning Community, collaborating in course design, lesson delivery, and assessment.
12. Openness to new ideas and diverse perspectives
13. Willingness to engage in student advisory and pastoral programs.
14. Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Leadership and Coordination

- Lead, oversee, and continuously develop the schoolwide student support services, ensuring consistency and collaboration across all divisions.
- Serve as the schoolwide lead for all support services, including learning support, speech therapy, occupational therapy, and counseling.
- Manage and provide strategic direction for the JIS Learning Center program in both elementary and secondary divisions.
- Collaborate with school principals, learning support specialists, and other stakeholders to ensure the effective integration of support services into the broader school environment.
- Work closely with the school psychologist to coordinate assessments and testing services that inform and guide support plans.
- Provide leadership in fostering an inclusive school culture, ensuring all students have access to the appropriate resources and support they need to succeed academically and socially.
- Maintain strong relationships with external providers to support students who require specialized services beyond what JIS can provide.

Collaboration with Admissions and Support Teams

- Collaborate with the Admissions Team to review and assess applicants requiring support services, making informed decisions about the school's ability to meet their needs.
- Work with divisional support teams, including learning support, speech therapy, occupational therapy, and EAL, to align goals and provide targeted interventions based on student needs.
- Ensure the smooth and efficient operation of the Student Support Services department by working closely with counselors, learning support teachers, and external specialists.

Data-Driven Decision Making

- Implement systems for monitoring student progress and evaluating the effectiveness of support programs.
- Use data to inform decisions, ensuring that interventions and support plans are tailored to student needs and aligned with the school's educational objectives.
- Regularly analyze and report on the success of support services, using these insights to make continuous improvements to program delivery.

Professional Development and Training

- Coordinate and provide professional development opportunities for faculty and support staff on topics related to student support, inclusive practices, and differentiated instruction.
- Lead initiatives to train teachers and staff in supporting students with diverse needs, ensuring they have the tools and knowledge to provide effective support.
- Promote a collaborative professional learning environment among support staff, fostering shared responsibility and continuous improvement.

Communication and Community Engagement

- Act as the key liaison between the school, families, and external support providers, ensuring effective communication regarding student progress, support plans, and available resources.
- Engage with parents regularly to discuss the progress and needs of their children, providing guidance and support as necessary.
- Serve as a visible and accessible leader within the school community, fostering relationships with students, parents, and faculty.

Budget and Resource Management

- Oversee the budget for student support services, ensuring the effective allocation of resources to meet the diverse needs of the student body.
- Ensure that all resources, materials, and technologies required to support students are up-to-date and readily available for use by faculty and support staff.

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 Deputy Head of School.

TO APPLY

Interested candidates should apply directly by email to teachingapplication@iisedu.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.