

POSITION: Curriculum Coordinator - Middle School and High School
REPORTS TO: Teaching and Learning Coordinator
CONTRACT TERM: 2 School Years (2025-2027)
CONTRACT START DATE: 1 July 2025
JOB OPENING: 15 October 2024

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

PURPOSE

The MS/HS Curriculum Coordinator at Jakarta Intercultural School (JIS) is instrumental in advancing sustainable educational practices that elevate learning across the Middle School and High School. This role leads faculty and staff in implementing educational methodologies to align with the school's strategic objectives, ensuring curriculum continuity and excellence. Collaborating closely with school leaders and faculty, the Curriculum Coordinator fosters an environment of ongoing professional growth and curriculum innovation, supporting the school's mission, vision, and commitment to exemplary education.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Master's degree in Curriculum and Instruction or a related field. Additional curriculum-related credentials are preferred.
2. Valid certification in a related field.
3. At least five years of experience in teaching and curriculum practices.
4. Prior experience in an international school setting is preferred.
5. Proven strategic planning skills and experience with systems development in an educational setting.
6. Demonstrated initiative, leadership, organizational, communication, and interpersonal skills.
7. Proficiency in developing and leading learning-focused school improvement initiatives.
8. In-depth knowledge of curriculum frameworks and models.
9. Strong data analysis skills.
10. Skilled in managing curriculum technologies and familiar with current research and trends in curriculum and assessments.
11. Group leadership skills, including effective facilitation and the ability to work collaboratively.
12. Strong organizational and time management skills.
13. Committed to a student-centered approach and differentiated instruction.
14. Active participation in a Professional Learning Community, collaborating in course design and assessment.
15. Demonstrated commitment to ongoing professional development.
16. Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Curriculum Leadership and Development

- Lead the articulation and implementation of a dynamic Middle School and High School curriculum that integrates 21st-century learning objectives.
- Collaborate with the Teaching and Learning Coordinator and schoolwide leadership to ensure the curriculum is comprehensive, effective, and aligned with JIS's educational goals.
- Facilitate continuous curriculum review and improvement processes to ensure alignment with the latest educational research and practices.
- Lead, model, and communicate the JIS shared vision, mission, and Learning Dispositions, ensuring these are at the core of curriculum initiatives.

Assessment and Evaluation

- Develop and implement robust assessment strategies to monitor and report student progress and curriculum efficacy.
- Collaborate with faculty and leadership to utilize data to drive instructional improvements and achieve learning outcomes.

- Oversee the development and management of a schoolwide data system that supports the effective use of student learning data.

Professional Development and Support

- Coordinate and enhance professional development initiatives that support teaching excellence and curriculum delivery.
- Promote and support the establishment and maintenance of a professional learning community that fosters collaborative teaching and learning strategies.

Strategic Planning and Execution

- Contribute to schoolwide strategic planning, ensuring that curriculum and teaching practices support the strategic objectives of JIS.
- Lead specific initiatives from the JIS Strategic Plan, ensuring they integrate seamlessly into the curriculum and school operations.

Accreditation and Compliance

- Support the Council of International Schools (CIS), Western Association of Schools and Colleges (WASC), and SPK (Satuan Pendidikan Kerjasama) accreditation processes.
- Update, document, and manage all resources related to the curriculum, including assessment principles and practices, as well as teaching and learning principles and practices, ensuring alignment with accreditation standards and educational best practices.

Operational and Administrative Management

- Manage the curriculum budget, ensuring resources are allocated effectively to support curriculum goals.
- Coordinate with various stakeholders to ensure all curriculum-related activities are executed efficiently and align with school policies.

Community Engagement and Stakeholder Relations

- Serve as a key communicator with all school stakeholders, including parents, students, and external educational partners, to promote understanding and support for the curriculum.
- Engage with external educational bodies to keep abreast of current trends and practices that can enhance the curriculum at JIS.

Professional Dispositions and Responsibilities

- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Perform other related duties as assigned by the Teaching and Learning Coordinator.

TO APPLY

Interested candidates should apply directly by email to teachingapplication@isedu.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 professional 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.