

**POSITION:** High School Learning Support Specialist  
**REPORTS TO:** High School Principal  
**CONTRACT TERM:** 2 School Years (2025-2027)  
**CONTRACT START DATE:** 1 July 2025  
**JOB OPENING:** 19 November 2024

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

## **PURPOSE**

Jakarta Intercultural School (JIS) is committed to providing transformative learning experiences that inspire and challenge our students. As integral members of the JIS community, student support professionals work collaboratively to advance and strengthen our programs, aligning their practices with our Mission and Vision. Committed to continuous professional growth, JIS support professionals strive to enhance their approaches, enriching each student's educational journey.

The High School Learning Support Specialist supports students with diverse learning needs by providing individualized instruction and targeted interventions. Through comprehensive assessments, personalized support, and collaboration with the Student Support Team (SST), teachers, and families, the Learning Support Specialist fosters an inclusive learning environment where all students can achieve their full potential academically, socially, and emotionally.

## **QUALIFICATIONS, EXPERIENCES and ATTRIBUTES**

1. Master's degree in Special Education or a related field.
2. Certification in Learning Support, Special Education, Learning Disabilities, or other related field
3. At least five years of experience working as a Learning Support Specialist with children in an educational setting, ideally with adolescent populations
4. Demonstrated expertise in conducting assessments and designing interventions for learning disabilities, such as dyslexia, dyscalculia, and dysgraphia
5. Familiarity with a range of intervention programs and instructional strategies for students with learning differences
6. Experience working in a co-teaching model within an inclusive classroom setting
7. Proficiency in developing, implementing, and monitoring Individual Learning Plans (ILPs)
8. Ability to monitor and measure student progress using data-driven decision-making to inform adjustments in support plans and interventions
9. Strong understanding of behavioral intervention and social-emotional support approaches in collaboration with the SST
10. Experience with assistive technology and digital tools for learning support is advantageous
11. Experience delivering professional development for teachers and parent education sessions
12. Commitment to working within a Professional Learning Community (PLC) and collaborating with multidisciplinary teams
13. International school experience preferred
14. Commitment to maintaining cultural competency, with experience working in diverse school communities
15. Excellent interpersonal skills, with the ability to collaborate effectively with colleagues, students, and parents
16. Strong organizational and communication skills for conducting meetings and consultations
17. Willingness to engage in student advisory and pastoral programs.
18. Experience in leading extracurricular activities such as drama, sports, clubs, or music is advantageous.
19. Clear commitment to Child Protection, safety, service learning, and environmental stewardship

## **DUTIES AND RESPONSIBILITIES**

### **Case Management and Direct Support**

- Serve as Case Manager for students receiving support services, providing direct and indirect support based on individual needs.

- Teach academic skills development class for students on direct support status, developing and implementing Individual Learning Plans (ILPs) that reflect each student's learning profile and goals.
- Develop and facilitate Student Accommodation Plans for students on indirect support status, ensuring appropriate accommodations are provided across all subjects.
- Maintain and organize confidential student files, ensuring records are updated and accessible as needed.
- Collaborate with Learning Support teachers across grade levels to facilitate effective student transitions between middle school and high school.

#### **Instruction and Intervention**

- Work with students in small-group settings to develop strategies applicable across subjects, enhancing their metacognitive understanding and fostering independence.
- Support students with academic coursework, promoting skill development and subject-specific understanding.
- Co-teach in core academic subject areas, collaborating with subject teachers to support differentiated instruction and the integration of learning strategies within the general education environment.
- Provide effective feedback using formative and summative assessments to shape ongoing learning experiences.
- Implement Tier 2 interventions for students of concern who are not formally in the Learning Support program, collaborating with classroom teachers to provide targeted assistance.

#### **Assessment and Evaluation**

- Conduct comprehensive assessments to identify students' learning profiles, strengths, and challenges, using both formal and informal diagnostic tools.
- Use assessment data to inform instruction and create individualized, actionable recommendations for support.
- Utilize standards-based grading practices to monitor student growth, ensuring alignment with middle school curriculum expectations.
- Share evaluation results with students, parents, teachers, and administrators in a clear, accessible manner.

#### **Intervention and Support**

- Design and deliver individualized and group interventions for students with identified learning needs, using evidence-based practices.
- Actively contribute to the development, implementation, and review of ILPs, ensuring learning support goals align with students' overall academic objectives.
- Regularly collect, analyze, and interpret student progress data to adjust interventions and document outcomes effectively.
- Support students in developing self-advocacy, organizational skills, and responsibility for their learning, aligning interventions with adolescent developmental needs.
- Partner with the SST to develop and implement behavioral support plans for students with social-emotional or behavioral challenges.

#### **Consultation and Collaboration**

- Participate in Professional Learning Community (PLC) meetings within relevant subject areas to contribute to and support collaborative teaching initiatives.
- Communicate regularly with teachers and parents about students' progress, needs, and achievements.
- Attend department and SST meetings, supporting cross-departmental alignment of student support practices.
- Assist the Admissions Office with screening and evaluating new students who may require additional support or interventions.

#### **Documentation and Confidentiality**

- Maintain thorough, confidential records of all assessments, treatment plans, and progress reports, ensuring information is accessible to authorized personnel.
- Follow strict confidentiality guidelines, protecting the privacy of students and families in accordance with school policies and ethical standards.

- Document learning strategies, interventions, and instructional experiences, keeping anecdotal and other data records as part of ongoing documentation.

#### **Professional Development and Training**

- Lead professional development sessions for teachers and parents on best practices for supporting students with learning differences
- Stay informed on current research, best practices, and technological advancements in the field of learning support, incorporating new insights into school practices
- Actively engage in the JIS Growth and Appraisal process to enhance professional practices and alignment with educational standards.

#### **Community Engagement**

- Lead family education workshops, sharing insights on strategies to support learning at home
- Foster a culture of respect, inclusion, and pride among students, colleagues, and families.
- Build positive interpersonal relationships, actively engaging in Child Safeguarding Practices and promoting positive interactions among our diverse student body.
- Lead extracurricular activities that enhance student collaboration, performance, teaming, talent, and leadership.
- Organize and actively participate in school trips, including multi-day and overnight excursions, to enrich students' educational experiences.

#### **Adaptability and Support**

- Adapt support services to be delivered in asynchronous and synchronous formats when necessary.
- Identify and seek support from peers and administration when necessary, contributing to a collaborative and supportive work environment.

#### **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 HS Principal and Student Support Services Coordinator.

### **TO APPLY**

Interested candidates should apply directly by email to [teachingapplication@jisedu.or.id](mailto: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 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.