

POSITION: Indonesian Studies Teacher - JIS Learning Center Program (FTE 0.20)
REPORTS TO: Management Advisor

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 school 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 Indonesian Studies Teacher for the JIS Learning Center (JLC) Program is responsible for modifying and delivering the Bahasa Indonesia and Civics curriculum for students in the JLC. This role involves working closely with the JLC Homeroom Teacher and Assistant Teachers to ensure instruction is individualized, developmentally appropriate, and aligned with each student's Individual Learning Plan (ILP). The Indonesian Studies Teacher ensures that units and lessons reflect Indonesian cultural and civic values while also supporting students' unique learning needs through personalized instructional strategies and modified assessments.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum Bachelor's degree in Indonesian Language, Literature, Civic Education, or related field; Master's degree preferred.
- Relevant teaching credential.
- Native Indonesian speaker with deep knowledge of Indonesian culture, literature, and civics.
- Minimum five years of teaching experience, ideally with students with diverse learning needs.
- Experience with the Indonesian national curriculum (Kurikulum 2013 and Kurikulum Merdeka).
- Experience adapting units and assessments to meet diverse developmental levels and learning profiles.
- Demonstrated ability to work closely with special education teachers and student support teams.
- Strong communication and interpersonal skills, with the ability to work collaboratively.
- Proficient in using technology and digital tools for individualized instruction and documentation.
- Commitment to differentiated instruction and inclusive education.
- Familiarity with international or SPK school settings preferred.
- A clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

- Curriculum Delivery and Instructional Excellence
 - Modify and adapt Bahasa Indonesia and Civics units to meet the developmental and cognitive needs of JLC students.
 - Deliver individualized instruction that reflects ILP goals and incorporates scaffolded activities to support comprehension, expression, and functional application.
 - Ensure all learning activities are relevant, meaningful, and designed to foster engagement with Indonesian cultural values and civic understanding.
 - Integrate visuals, real-life scenarios, and hands-on learning opportunities tailored to each student's learning profile.
 - Use technology to support personalized instruction and document progress.
 - Collaborate with the JLC Homeroom Teacher to ensure curriculum integration across functional academic domains.
 - Actively develop the JIS Learning Dispositions—Resilience, Resourcefulness, Relating, and Reflecting—within students through intentional teaching methods and curriculum design.
- Collaborative Curriculum Development
 - Work with the JLC team and Indonesian Education Program leads to align modified curriculum materials with schoolwide goals.
 - Contribute to the continuous development of individualized unit plans, pacing guides, and assessment frameworks.

- Participate in curriculum reviews and updates to ensure modifications remain appropriate and responsive to student needs.
- **Assessment and Student Support**
 - Implement developmentally appropriate assessments to measure understanding and track progress toward ILP goals.
 - Provide effective and constructive feedback using modified rubrics and performance-based assessments.
 - Monitor and document student progress using qualitative and quantitative data.
- **Community and Student Engagement**
 - Foster a respectful and inclusive classroom environment that promotes identity, confidence, and pride in Indonesian heritage.
 - Build positive relationships with students and families to enhance learning outcomes and engagement.
 - Encourage student participation in cultural and civic activities, both within and beyond the classroom.
- **Collaboration and Communication**
 - Maintain regular and clear communication with the JLC Homeroom Teacher, Assistant Teachers, and Management Advisor.
 - Provide updates and feedback to families regarding student progress and learning goals.
 - Attend student support and parent meetings as required.
- **Professional Development and Evaluation**
 - Participate in professional learning focused on special education, curriculum modification, and language acquisition.
 - Engage with the JIS Growth and Appraisal process to continuously refine teaching practices.
 - Reflect on student outcomes and seek opportunities to improve instructional strategies.
- **Adaptability and Support**
 - Adapt to asynchronous and synchronous teaching environments as needed.
 - Remain flexible and responsive to changes in student needs, instructional plans, or school policies.
 - Seek support when needed and contribute to a collaborative team 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 Management Advisor.

TO APPLY

Interested candidates should apply directly by email to recruitment@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.
- 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.