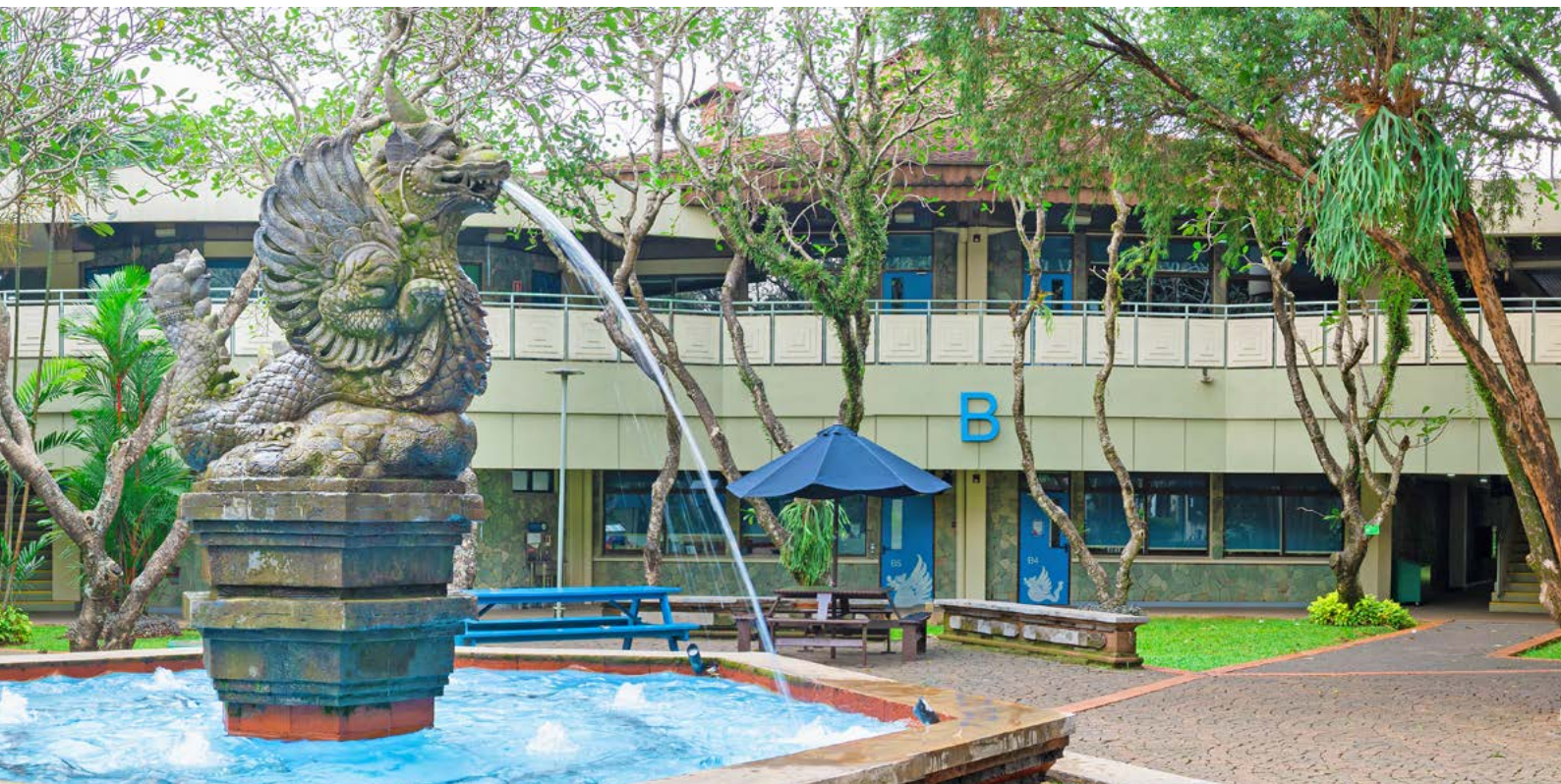


# Elementary School Associate Principal

## Job Opening



Learning in Indonesia to be Best *for* the World

[www.jisedu.or.id](http://www.jisedu.or.id)







Jakarta Intercultural School

**We are** passionate, inquisitive and creative –  
learning in Indonesia to be best for the world.

**Kami** bersemangat, ingin tahu dan kreatif –  
*belajar di Indonesia untuk menjadi yang terbaik bagi dunia.*

**We value** perseverance, integrity, responsibility,  
respect, compassion, balance and fun.

**Kami menghargai** ketekunan, integritas, tanggung jawab,  
rasa hormat, kasih sayang, keseimbangan, dan kegembiraan.

**We will** inspire joyful, rigorous learning and foster wellness as a  
pioneering, inclusive, and collaborative community.

**Kami akan** menginspirasi metode pembelajaran yang  
menyenangkan, disiplin, dan menumbuhkan lingkungan belajar  
yang sehat, sebagai komunitas perintis, yang inklusif,  
dan kolaboratif.

**We learn** by reflecting and relating,  
by being resourceful and resilient.

**Kami belajar** dengan berefleksi  
dan berhubungan, dengan  
menjadi banyak akal  
dan tangguh.



# Position Overview

At Jakarta Intercultural School (JIS), we believe that great schools are built through strong collaboration, inclusive leadership, and a shared commitment to student growth and well-being. The Elementary School Associate Principal plays an integral leadership role in the daily operation and long-term development of the Elementary School learning community. Working in close partnership with the Elementary School Principal, the Associate Principal supports the implementation of the school's mission, vision, and strategic goals by fostering a learning environment that is safe, inclusive, student-centered, and academically rich.

This position provides day-to-day leadership in instructional supervision, faculty development, student support, and operational coordination. The Associate Principal helps ensure that all students are supported as they grow socially, emotionally, and academically. This role requires a skilled leader who can build strong relationships with teachers, parents, and students, support the professional growth of staff, and work collaboratively to create and sustain a cohesive school culture.

As a member of the Elementary School Leadership Team and the Schoolwide Educational Leadership Team, the Associate Principal contributes to strategic planning, school improvement efforts, and cross-divisional initiatives. The Associate Principal is also a key driver in operational logistics such as scheduling, supervision, and faculty evaluation, ensuring systems run smoothly to support the teaching and learning mission of the school.

Through responsive leadership, attention to student development, and a focus on inclusive practices, the Elementary School Associate Principal helps ensure that JIS students experience a joyful, engaging, and transformative elementary education.



# Qualifications, Experiences and Attributes

- Minimum Master's degree in Education, Educational Leadership, or a related field.
- Relevant administrative credential or certification.
- At least five (5) years of experience in an educational leadership or administrative role at the elementary level; international school experience preferred.
- Deep understanding of child development and effective teaching and learning practices in the early and primary years.
- Comprehensive understanding of elementary school curriculum and instructional practices.
- Experience supporting faculty in the implementation of current best practices in literacy, mathematics, and inquiry-based learning.
- Knowledge of and experience with curriculum development and planning frameworks.
- Demonstrated experience with curriculum planning, student data analysis, and instructional coaching.
- Experience supervising and evaluating educators and staff with a focus on professional growth.
- Strong digital literacy and ability to leverage technology in school operations.
- Strong advocate for inclusion, equity, and diversity within the school community.
- Ability to implement systems and routines that support student safety, positive behavior, and well-being.
- Excellent interpersonal and communication skills, with a keen sensitivity to cultural differences and the ability to foster positive relationships within a multicultural environment.
- Clear commitment to Child Safeguarding, safety, service learning, and environmental stewardship.



# Duties and Responsibilities

## Instructional and Operational Leadership

- Partner with the Elementary School Principal and leadership team to develop, implement, and evaluate instructional programs that align with the school's mission, vision, and strategic goals.
- Collaborate with the Curriculum Coordinator and Teaching & Learning Coordinator to support curriculum planning, documentation, and articulation across grade levels.
- Facilitate professional learning aligned with divisional goals, instructional priorities, and faculty needs, including peer observations, instructional rounds, and coaching cycles.
- Lead data-informed practices by coordinating the collection, analysis, and use of student learning data to inform instruction and student support strategies.
- Support the integration of inclusive and differentiated teaching practices, including strategies for neurodiverse learners and English as an Additional Language (EAL) students.

## Faculty and Staff Development

- Supervise and evaluate faculty and staff in accordance with schoolwide performance management systems, offering constructive feedback and coaching to support professional growth.
- Lead onboarding and mentoring for new faculty and assistants to ensure a smooth transition and integration into the school culture.
- Identify, design, and facilitate ongoing professional development opportunities for individuals and teams in collaboration with divisional and schoolwide leaders.
- Participate in faculty recruitment, selection, and onboarding processes in alignment with divisional priorities and values.

# Duties and Responsibilities

## Student Support and School Culture

- Collaborate with counselors, teachers, and the Student Support Team (SST) to promote student well-being, manage behavioral needs, and support individualized learning plans.
- Lead or co-lead restorative conversations and implement developmentally appropriate discipline approaches aligned with JIS values.
- Maintain a strong and visible presence throughout the school day to support student safety, inclusion, and well-being.
- Contribute to schoolwide programs that promote student leadership, character development, and a positive school culture.

## Operational Leadership and Daily Management

- Assist in managing day-to-day school operations, including supervision coverage, transition times, and logistical coordination.
- Develop and maintain daily, weekly, and annual schedules, including duty rosters, assemblies, and special events.
- Liaise with transportation, facilities, food services, and safety teams to ensure smooth operations and effective response protocols.
- Assist in the creation and revision of divisional handbooks, policies, and procedures for students, parents, and staff.

## Family and Community Engagement

- Serve as a liaison to families, communicating proactively and responsively about student development, behavior, and learning.
- Represent the Elementary School in meetings and events with the Parent Teacher Association (PTA) and broader school community.
- Support and participate in parent education sessions, coffee mornings, conferences, and other opportunities for partnership with families.



# Duties and Responsibilities

## Schoolwide Collaboration and Strategic Contributions

- Serve as a member of the Elementary School Leadership Team (ESLT) and the Schoolwide Educational Leadership Team (ELT).
- Collaborate on schoolwide initiatives including accreditation, strategic planning, and risk management.
- Contribute to cross-divisional articulation and alignment in programs, practices, and expectations.
- Participate in schoolwide committees or task forces as needed.

## Professional Learning and Growth

- Actively engage in professional learning to stay informed about current research, practices, and innovations in education and school leadership.
- Participate in leadership development opportunities, both within and beyond JIS, to enhance effectiveness and capacity as a school leader.
- Reflect on feedback from supervisors, peers, and faculty to inform personal leadership growth.
- Model a commitment to lifelong learning, curiosity, and self-improvement in alignment with JIS values and dispositions.

## Additional Responsibilities

- Embrace and model the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.
- Perform other related duties and assume additional responsibilities as assigned.





## Details

Start Date: July 2026

Contract Length: Two (2) year initial contract, subject to renewal

Application Deadline: August 31, 2025

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

## To Apply

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

Please submit the following materials as separate PDF attachments in one email.

- Cover letter expressing interest in the Elementary School Associate Principal position
- Current resume
- List of 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.