

POSITION: JIS Learning Center Assistant Teacher - Secondary Program  
REPORTS TO: JLC Program Coordinator  
CAMPUS: Cilandak

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

*\*This position is for immediate Hire*

### PURPOSE

The Secondary Program JLC Assistant Teacher supports students with significant learning differences enrolled in the JIS Learning Center (JLC), a self-contained program providing modified academic instruction, life skills, and transition support. Working under the direction of the JLC Homeroom Teacher and in collaboration with specialists, therapists, and general education teachers, the Assistant Teacher helps deliver individualized learning plans (ILPs) that promote student progress, independence, and confidence.

The role includes instructional support, behavioral guidance, social-emotional coaching, and transition readiness. The Assistant Teacher is also expected to accompany students to general education classes, electives, or off-campus activities such as internships and community-based programs. JLC Assistant Teachers ensure students' safety, dignity, and meaningful participation in the school community.

### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum of a Bachelor's degree, preferably in Special Education, Education, Psychology, or a related field
- At least three years of experience working with adolescents or young adults with disabilities or neurodiversities
- Demonstrated fluency in spoken and written English
- Familiarity with individualized education plans (ILPs), academic modifications, and behavioral support strategies
- Experience working with students on social, emotional, and life skills development
- Confidence supporting students in diverse settings, including general education classes and community placements
- Ability to maintain discretion and handle confidential information with professionalism
- Proficiency with basic educational technology tools and communication platforms
- Strong interpersonal skills, flexibility, and the ability to work collaboratively within a multidisciplinary team
- Strong commitment to child safeguarding, inclusion, and supporting student independence

### DUTIES AND RESPONSIBILITIES

#### **Instructional Support**

- Support the JLC Homeroom Teacher in delivering modified instruction and academic interventions aligned with each student's ILP
- Work with individuals or small groups to reinforce academic content, executive functioning, and study skills
- Adapt learning materials and strategies to meet student readiness levels and learning profiles
- Document student learning and goal progress as part of ILP monitoring
- Support students in building independent work habits, organizing tasks, and self-monitoring progress
- Encourage and model the development of the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting in students.

**Behavior and Social-Emotional Support**

- Implement strategies from individual behavior support plans in collaboration with the JLC teacher, counselor, or school psychologist
- Support students in developing emotional regulation, social communication, and problem-solving skills
- Provide consistent positive reinforcement and proactive guidance in varied learning environments

**Inclusion and General Education Support**

- Accompany students to general education classes, electives, or labs when appropriate, providing scaffolding, note-taking, and redirection as needed
- Collaborate with general education teachers to ensure accommodations and modifications are applied effectively
- Facilitate communication between students and teachers, encouraging self-advocacy

**Life Skills and Transition Support**

- Assist students in developing life skills such as money management, time management, transportation use, and workplace readiness
- Accompany students to off-campus experiences, including job sites, internships, or service learning activities, ensuring safety and appropriate participation
- Provide coaching and feedback in real-world settings to reinforce independence and decision-making

**Supervision and Safety**

- Supervise students across all school environments
- Accompany students on school trips and overnight excursions, providing consistent support
- Monitor student well-being and safety, taking immediate action when concerns arise
- Support adherence to any individual health or safety plans

**Collaboration and Communication**

- Maintain daily communication with the JLC Homeroom Teacher regarding schedules, student progress, and instructional strategies
- Collaborate with specialists (e.g., speech-language therapist, school psychologist, counselor) to support ILP goals
- Attend ILP meetings, team meetings, and planning sessions when requested
- Maintain professionalism and confidentiality in all interactions with students, families, and colleagues

**Organizational and Administrative Support**

- Prepare and adapt materials for lessons, activities, and ILP documentation
- Track student data and maintain records under the supervision of the JLC Teacher
- Assist with classroom organization and coordination of student schedules and off-campus plans
- Communicate logistical needs, supply requests, or safety concerns to the appropriate staff

**Professional Development and Learning**

- Engage in professional development related to special education, transition planning, behavioral strategies, and adolescent development
- Apply feedback from the JLC Teacher and other team members to improve support strategies
- Reflect on individual strengths and areas for growth in supporting students with diverse needs

**Professional Dispositions and Responsibilities**

- Demonstrate initiative, patience, empathy, and consistency in daily interactions with students
- Uphold the values of dignity, inclusion, and respect for all learners
- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.

- Perform other related duties and assume other responsibilities as assigned by the JLC Program Coordinator.

TO APPLY

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