

POSITION: Media Center Aide
REPORTS TO: Library Media Specialist

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

PURPOSE

Under the direction and supervision of the Library Media Specialist, the Media Center Aide serves as a primary point of contact for students, families, and teachers and plays a key role in creating a welcoming, engaging, and well-managed library environment. This highly student-facing role requires strong communication skills, a genuine enjoyment of working with children, and the ability to balance warmth with clear expectations. The Media Center Aide supports reading engagement, guides patrons in selecting materials, and helps maintain a safe, inclusive, and positive library space.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum Diploma III (D3) or equivalent with a major in Library or any related fields involving work with children is preferred.
- Demonstrated fluency in written and spoken English
- Friendly, approachable, and confident in working with students, families, and staff
- Demonstrates a genuine enjoyment of working with children and the ability to build positive relationships while maintaining clear expectations
- Strong communication and interpersonal skills
- Interest in reading and familiarity with children's books, series, and genres
- Engaging and responsive in a busy, student-centered environment
- Able to supervise students and support positive behavior
- Organized, adaptable, and able to manage multiple tasks effectively
- Self-directed and able to work independently
- Demonstrates attention to detail, accuracy, and a proactive approach to problem-solving
- Competent in Google Applications (Docs, Sheets, Slides) and willing to learn Follett Library Management System and Canva
- Demonstrates a willingness to learn and accept training as needed
- Clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

Patron Experience & Engagement

- Serve as a visible, welcoming presence and primary contact for students, teachers, and families
- Greet, assist, and guide patrons in selecting books and using library spaces
- Recommend materials and support students in developing reading interests
- Build familiarity with genres, series, and student preferences
- Supervise students before/after school and during recess, ensuring a safe and respectful environment
- Support and reinforce positive student behavior with consistency and confidence
- Maintain an engaging, student-centered library atmosphere
- Assist with class checkouts and support students in the Early Years library as needed
- Support library programs, displays, and reading initiatives

Systems & Collection Management

- Process checkouts, returns, and updates to library records
- Facilitate requests for materials, including coordinating inter-divisional loans
- Conduct inventory checks to ensure materials are accounted for

- Perform basic book repairs and assess materials for removal as needed
- Locate and prepare requested materials for staff and students
- Maintain accurate shelving and organization of library materials
- Maintain accurate records and labeling

Library Operations

- Maintain the cleanliness and organization of the library, book room, and resource spaces
- Support the smooth daily operation of library systems and workflows
- Manage the library's Saturday opening as needed.

Collaboration & Teamwork

- Communicate effectively with the library team to support smooth operations
- Contribute to a positive, respectful, and collaborative team environment

Other Duties and Responsibilities

- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
- Perform other duties as assigned by the Library Media Specialist or PIE Principal, including participation in school events and professional learning opportunities

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.