

**POSITION:** Indonesian Educational Program Manager  
**REPORTS TO:** Deputy Head of School

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

#### PURPOSE

Under the supervision of the Deputy Head of School, the Head of Indonesian Education is responsible for ensuring the school's full compliance with Indonesian national education regulations and requirements. The role provides strategic leadership in the development, implementation, and continuous improvement of the Indonesian Educational Program, ensuring alignment with both national standards and the school's educational philosophy.

#### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Master's degree in Education or a related field preferred.
- Minimum of 10 years of progressive experience in educational leadership, including management within an educational institution.
- Demonstrated ability to communicate effectively in both English and Bahasa Indonesia (written and spoken).
- Proven experience in the design, development, and implementation of the Indonesian National Curriculum.
- Strong analytical and problem-solving skills, with the ability to interpret regulatory requirements and translate them into effective school practices in a dynamic environment.
- Demonstrated leadership capability, including successful team management, stakeholder engagement, and professional networking.
- Commitment to continuous professional growth, with a proactive approach to enhancing the Indonesian Educational Program and personal effectiveness.

#### DUTIES AND RESPONSIBILITIES

##### **Curriculum Development and Implementation**

- Leads the development and design of the Indonesian National Curriculum, with particular responsibility for core subjects including Religious Studies, Civics (Pancasila), and Bahasa Indonesia.
- Liaises with the Ministry of Education (MOE) and benchmarks with comparable institutions to ensure clarity, alignment, and compliance.
- Provides strategic guidance on the delivery of religious instruction across all grade levels, including the exploration of partnerships with external providers where appropriate.
- Collaborates with Principals across divisions to ensure effective integration of core subjects into existing schedules with minimal disruption to the broader instructional program.
- Works in partnership with the Indonesian Faculty to:
  - Develop a curriculum framework aligned with the school's educational philosophy and pedagogical practices
  - Identify and implement appropriate curriculum resources across all grade levels
- Leads the communication and implementation ("socialization") of curriculum changes to the Indonesian Faculty.

##### **National Examination Coordination**

- Oversees the planning, coordination, and administration of national examinations for Indonesian students.
- Ensures all logistical and regulatory requirements are met to facilitate student participation.
- Coordinates additional academic support, including extracurricular preparation, for students

requiring further assistance.

#### **Center for Indonesian Studies**

- Establishes and oversees the Center for Indonesian Studies as a hub for cultural and academic engagement.
- Supports Indonesian faculty and students through access to relevant resources and programming.
- Provides guidance and resources for expatriate students studying Indonesian language and culture.

#### **Licensing and Regulatory Compliance (SPK)**

- Manages and maintains the school's SPK (Satuan Pendidikan Kerjasama) license in accordance with prevailing regulations.
- Monitors legislative and regulatory developments from the MOE and ensures ongoing institutional compliance.

#### **Faculty Recruitment and Professional Development**

- Participates in the recruitment and selection of Indonesian Faculty to ensure compliance with SPK requirements.
- Plans and facilitates professional development opportunities to support effective delivery of the Indonesian National Curriculum.

#### **Stakeholder Engagement and Government Relations**

- Develops and maintains professional networks with other SPK schools and relevant educational institutions.
- Establishes and sustains effective communication with MOE officials at multiple levels.
- Coordinates and facilitates visits by MOE representatives, ensuring appropriate preparation and follow-up.

#### **Accreditation Management**

- Leads the coordination and completion of all National Accreditation requirements.
- Ensures the school is well-prepared for accreditation processes and reviews.
- Facilitates and supports visits from the National Accreditation Board.

#### **Coordinates and manages the Innovative Schools Program to support the 10-week program, providing development to public school teachers.**

#### **Other Duties and Responsibilities**

- Demonstrates and supports the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Performs other related duties and assumes other responsibilities as assigned to the Deputy Head of School, including, but not limited to, other projects when deemed necessary.

#### 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.