

**POSITION:** Assistant Teacher  
**REPORTS TO:** Elementary School Principal

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

### **PURPOSE**

Under the direction and supervision of the Classroom Teacher, the Assistant Teacher is primarily responsible for assisting the Classroom Teacher in the planning, delivery, and assessment of instruction in the elementary classroom. The Assistant Teacher is evaluated by the Elementary School Principal and the Classroom Teacher

### **QUALIFICATIONS, EXPERIENCES, AND ATTRIBUTES**

1. Minimum a bachelor's degree from an accredited institution
2. Minimum of three (3) years of work experience in a teaching position
3. Fluency in English and Bahasa Indonesia
4. Excellent communication and interpersonal skills
5. Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect
6. Demonstrated ability to integrate technology within lessons in response to student learning needs
7. Committed to child protection, health and safety, and safeguarding principles

### **DUTIES AND RESPONSIBILITIES**

- Assists in the planning, delivery, and assessment of instruction
- Teaches individuals and small groups on a wide range of subjects
- Prepares lesson plans in assigned subject areas and submits lessons to teachers for review when needed
- Observes, documents, and discusses student learning
- Strives to meet individual students' needs.
- Models and helps children increase their self-awareness, manage emotions, create, and sustain positive relationships, and make responsible decisions.
- Assists students with technology
- Provides additional assistance to students with learning differences, physical disabilities, and children with limited English proficiency.
- Participates in teacher-parent conferences regarding students' progress in areas of growth
- Supervises students in and out of the classroom, i.e., walking class to/from specialist classes, walking/escorting students to dismissal lines (buses, cars), and waiting for duty coverage to arrive, take student lunch/snack bins to/from needed locations, and help students enter the room, ensuring students have used hand sanitizer and/or washed hands
- Supports service learning and environmental stewardship initiatives
- Attends staff meetings and serves on committees as required
- Assist with whole school or grade level special events such as celebrations, assemblies, performances, FUN Days, camps & exhibitions when needed
- Organizes and supervises games and other recreational activities to promote physical, mental, and social development
- Manages student record keeping
- Assists in the care and security of school equipment and materials
- Prepares materials, bulletin board displays, exhibits, and equipment

- Plans, prepares, and develops various teaching aids. Distributes materials when needed.
  - Assists with the creation of class newsletters and other communications
  - Takes class attendance and maintains attendance records
  - Collects and safeguards money from students for school-related projects
  - Actively adheres to Child Protection practices
  - Notifies facilities/administration of potential safety hazards
  - Clarifies assigned duties with the classroom teachers when needed
  - Empowers students to take responsibility for their own actions
  - Looks for opportunities to take initiative and is willing to be flexible
  - Helps to advance the Mission and Vision of the school and acts in accordance with the JIS Values and Dispositions
  - Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.
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### 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 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.