

Schoolwide Student Support Services Coordinator

Job Opening



Learning in Indonesia to be Best *for* the World

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), inclusive and responsive student support is essential to ensuring that all students have meaningful access to learning and opportunities to thrive. The **Schoolwide Student Support Services Coordinator** provides leadership and coordination across learning support, speech therapy, and English as an Additional Language (EAL), promoting consistent and effective support across divisions.

Working closely with divisional leadership and multidisciplinary student support teams, the Coordinator strengthens systems and practices that support students with diverse learning, developmental, behavioral, and social-emotional needs. The position also provides direct leadership and oversight of the JIS Learning Center (JLC) program and collaborates with Admissions, the school psychologist, specialists, and external providers to coordinate appropriate student support.

Through collaboration with faculty, families, leaders, and specialists, the Student Support Services Coordinator builds capacity around inclusive practices, supports the use of data to evaluate student needs and program effectiveness, and contributes to the continuous improvement of student support services across JIS.



Qualifications, Experiences and Attributes

- Minimum Master's degree in Education, Special Education, or a related field.
- Certification in one or more specialized areas: Special Education, School Psychology, or a related field.
- At least five (5) years of leadership experience in student support services, special education, or a related area.
- Demonstrated ability to lead and manage multidisciplinary support services in an educational setting.
- Expertise in developing and implementing individualized learning plans and strategies to support a wide range of learning and developmental needs.
- Experience in managing and coordinating specialized programs for students with intellectual, behavioral, and emotional challenges.
- Strong understanding of instructional strategies, inclusive practices, and differentiated instruction.
- Extensive experience with formal and informal assessment practices and the use of assessment data to inform student support and programming.
- Strong knowledge of evidence-based interventions and current research and best practices in student support services.
- Demonstrated experience supervising, developing, and supporting multidisciplinary teams and specialized professionals.
- Strong systems-thinking and organizational skills, with the ability to develop consistent practices across multiple divisions and programs.
- Excellent interpersonal and communication skills, with the ability to work effectively with students, families, faculty, school leaders, and external professionals in a multicultural environment.
- Prior experience in an international school setting is preferred.
- Openness to new ideas and diverse perspectives
- Strong commitment to child safeguarding, service learning, and environmental stewardship.

Duties and Responsibilities

Leadership and Coordination

- Lead, oversee, and continuously develop the schoolwide student support services, ensuring consistency and collaboration across all divisions.
- Serve as the schoolwide lead for all support services, including learning support, speech therapy, and EAL
- Supervise and support designated Student Support Services personnel in accordance with schoolwide performance management processes, providing guidance, feedback, and opportunities for professional growth.
- Provide leadership, oversight, and strategic direction for the JIS Learning Center (JLC) program across the Elementary and Secondary divisions.
- Collaborate with school principals, learning support specialists, and other stakeholders to ensure the effective integration of support services into the broader school environment.
- Work closely with the school psychologist to coordinate assessments and testing services that inform and guide support plans.
- Provide leadership in fostering an inclusive school culture, ensuring all students have access to the appropriate resources and support they need to succeed academically and socially.
- Maintain strong relationships with external providers to support students who require specialized services.

Collaboration with Admissions and Support Teams

- Collaborate with the Admissions Team to review applicants who may require additional support, assess the school's capacity to meet identified needs, and contribute to admissions decisions as appropriate.
- Collaborate with divisional support teams, including learning support, speech therapy, occupational therapy, EAL, counseling, and other relevant specialists, to align practices, coordinate services, and provide targeted support based on student needs

Duties and Responsibilities

Data-Driven Decision Making

- Implement systems for monitoring student progress and evaluating the effectiveness of support programs.
- Use data to inform decisions, ensuring that interventions and support plans are tailored to student needs and aligned with the school's educational objectives.
- Regularly analyze and report on the success of support services, using these insights to make continuous improvements to program delivery.

Professional Development and Training

- Coordinate and facilitate professional learning for faculty and staff related to student support, inclusive practices, differentiated instruction, and meeting diverse learning needs.
- Promote a collaborative professional learning environment among support staff, fostering shared responsibility and continuous improvement.

Communication and Community Engagement

- Act as the key liaison between the school, families, and external support providers, ensuring effective communication regarding student progress, support plans, and available resources.
- Engage with families as appropriate regarding student support needs, services, and programs, providing guidance and facilitating collaboration between families and school-based support teams.
- Serve as a visible and accessible leader within the school community, fostering relationships with students, parents, and faculty.

Duties and Responsibilities

Budget and Resource Management

- Oversee the budget for student support services, ensuring the effective allocation of resources to meet the diverse needs of the student body.
- Assess program, staffing, and resource needs and make recommendations to support the effective and sustainable delivery of student support services.
- Ensure that all resources, materials, and technologies required to support students are up-to-date and readily available for use by faculty and support staff.

Professional Dispositions and Responsibilities

- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Perform other related duties and assume other responsibilities as assigned by the Deputy Head of School.

Details

Position: Schoolwide Student Support Services Coordinator

Contract Term: Two (2) School Years (2027-2029)

Contract Start Date: 1 July 2027

Job Opening: 31 August 2026

*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

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, including each reference's name, position, relationship to you, 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.