

POSITION: Civics Teacher - MS/JLC (FTE 0.40)
REPORTS TO: MS Principal/JLC Head

PURPOSE

The Civics Teacher MS/JLC has a combined teaching assignment across Middle School Civics and JLC Indonesian Studies Program. Approximately half of the role is teaching Civics within the JIS Middle School, delivering the required Civics curriculum and working collaboratively with the Indonesian Education Program and Middle School colleagues.

The other half of the role is teaching Indonesian Studies within the JIS Learning Center (JLC), a specialized program for students with significant learning differences, including general cognitive delays. Indonesian Studies combines Civics, Bahasa Indonesia, and Indonesian culture within a modified curriculum designed around students' individual learning needs. The teacher adapts content, instruction, and assessment in collaboration with JLC Homeroom Teachers and Assistant Teachers, with an emphasis on practical understanding, communication, cultural identity, and meaningful participation in Indonesian society.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum Bachelor's degree in Civic Education (Pendidikan Pancasila dan Kewarganegaraan/PPKn), Law, or related field; Master's degree preferred.
- Valid teaching credential
- Minimum five years of teaching experience, including experience teaching Civics at the secondary level.
- Strong knowledge of the Indonesian Civics curriculum and relevant national education requirements.
- Experience teaching Bahasa Indonesia or Indonesian language development.
- Strong knowledge of Indonesian culture, history, civic values, and contemporary society.
- Ability to adapt curriculum, instruction, and assessment for students with different learning levels and needs.
- Experience working with neurodiverse students or students with significant learning differences is preferred.
- Experience collaborating with learning support or special education teachers is preferred.
- Experience with the Indonesian national curriculum, including Kurikulum Merdeka.
- Experience working within a Professional Learning Community (PLC) and collaborating with teachers and school leadership on curriculum design and development.
- Strong communication and interpersonal skills, with the ability to work collaboratively across different teaching teams and programs.
- Prior experience in an international or SPK school setting is preferred.
- Openness to new ideas and diverse perspectives, with a commitment to continuous professional growth.
- Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

- Middle School Civics Curriculum and Instruction
 - Plan and deliver the Middle School Civics curriculum in accordance with JIS and Indonesian education requirements.
 - Develop engaging and developmentally appropriate Civics lessons and learning experiences.
 - Assess student learning using appropriate formative and summative assessments.
 - Provide timely and constructive feedback to students.
 - Contribute to the ongoing development and review of the Civics curriculum.
 - Work closely with the Indonesian Educational Program Manager and Middle School colleagues on curriculum planning and implementation.
 - Develop students' understanding of Pancasila, citizenship, civic responsibility, Indonesian society, and related Civics content.

- Actively develop the JIS Learning Dispositions—Resilience, Resourcefulness, Relating, and Reflecting—within students through intentional teaching methods and curriculum design.
- JLC Indonesian Studies Curriculum and Instruction
 - Plan and deliver Indonesian Studies instruction combining Civics, Bahasa Indonesia, and Indonesian culture for JLC students.
 - Modify curriculum content, learning activities, and assessments to meet students' developmental and cognitive learning needs.
 - Provide instruction aligned with students' Individual Learning Plans (ILPs).
 - Teach Bahasa Indonesia at levels appropriate to students' communication and functional learning needs.
 - Develop students' understanding of Indonesian culture, civic life, and community participation through relevant and practical learning experiences.
 - Use visual supports, real-life contexts, hands-on activities, and other appropriate instructional strategies.
 - Assess and document student learning and progress using developmentally appropriate methods.
- Collaborative Curriculum Development
 - Participate actively in collaborative planning, curriculum development, and Professional Learning Communities.
 - Collaborate with the Indonesian Educational Program Manager on the alignment and development of Civics and Indonesian Studies curriculum.
 - Work with JLC Homeroom Teachers to plan and adapt Indonesian Studies learning for individual students.
 - Collaborate with the Student Support Team and other specialists as appropriate.
- Student Support and Inclusion
 - Implement accommodations, modifications, and ILP strategies for students in their classes.
 - Differentiate instruction based on students' learning needs and levels of readiness.
 - Build positive relationships with students and create respectful and inclusive learning environments.
 - Support students in developing responsibility for their learning and actions.
 - Monitor student progress and seek additional support when needed.
- Collaboration and Communication
 - Communicate effectively with students, families, colleagues, and other members of the JIS community.
 - Participate in student support meetings and parent meetings as required.
 - Work collaboratively with Middle School and JLC teaching teams.
 - Maintain appropriate records of student learning and progress.
- Professional Development and Schoolwide Engagement
 - Stay current with developments in Civics education, language instruction, inclusive education, and relevant Indonesian education requirements.
 - Participate actively in professional learning.
 - Engage in the JIS Growth and Appraisal process.
- Adaptability and Support
 - Adapt to asynchronous and synchronous teaching environments as needed.
 - Remain flexible and responsive to changes in student needs, instructional plans, or school policies.
 - Seek support when needed and contribute to a collaborative team environment.

- 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 and Middle School Principal.
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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.