

Schoolwide Curriculum Coordinator

Elementary Emphasis

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), a coherent, thoughtfully designed curriculum is central to creating meaningful and challenging learning experiences for every student. The **Schoolwide Curriculum Coordinator** plays an important role in strengthening teaching and learning through the development, implementation, articulation, and continuous improvement of curriculum and assessment practices.

Under the leadership of the Curriculum Development Advisor, and in collaboration with divisional leadership, faculty leaders, and teachers, the Coordinator leads and facilitates curriculum review and development, supports high-quality learning experiences, and builds faculty capacity through collaboration and professional learning. Working across all three divisions, with a significant emphasis on the Elementary School, the Coordinator brings deep expertise in elementary curriculum and pedagogy while supporting curriculum development and instructional improvement throughout JIS.

The Curriculum Coordinator also provides schoolwide leadership and coordination in assessment, student learning data, and related systems and practices. This includes strengthening the use of evidence to inform teaching and learning across divisions and contributing to accreditation, school improvement, and assigned strategic initiatives. Through this work, the Curriculum Coordinator helps build a coherent and collaborative approach to curriculum and assessment that supports high-quality learning at JIS.



Qualifications, Experiences and Attributes

- Minimum Master's degree in Curriculum and Instruction, Education, or a related field.
- Valid teaching certification or other relevant educational credential; additional curriculum-related credentials preferred.
- At least five (5) years of successful teaching experience, including significant experience at the elementary level.
- At least five (5) years of experience in a curriculum or instructional leadership role, such as Curriculum Coordinator, Associate Principal, or Instructional Coach.
- Demonstrated experience leading curriculum development and supporting teaching and learning at the elementary level.
- Deep understanding of child development and effective teaching and learning practices.
- In-depth knowledge of curriculum design frameworks, assessment practices, and current research and trends in elementary education.
- Experience supporting faculty in the development of high-quality units, assessments, and learning experiences.
- Strong understanding of the use of qualitative and quantitative student learning data to inform curriculum, instruction, and school improvement.
- Experience with curriculum management systems and other technologies that support curriculum documentation, assessment, and collaboration.
- Strong facilitation skills and demonstrated ability to lead collaborative curriculum development and professional learning with faculty and teams.
- Demonstrated ability to communicate and present complex curriculum, assessment, and student learning information clearly to diverse audiences, including faculty, leadership, and parents.
- Strong organizational, project management, and time-management skills, with the ability to manage multiple priorities and long-term initiatives.
- Excellent interpersonal and communication skills, with cultural sensitivity and the ability to build collaborative relationships within a diverse, multicultural community.
- Demonstrated commitment to inclusive, student-centered learning and differentiated instructional practices.
- Demonstrated commitment to ongoing professional learning and staying current with educational research and best practices.
- Clear commitment to Child Safeguarding, safety, service learning, and environmental stewardship.

Duties and Responsibilities

Curriculum Leadership and Development

- Lead and coordinate the development, implementation, documentation, and continuous improvement of the JIS curriculum.
- Collaborate with the Curriculum Development Advisor, school leadership, faculty leaders, and teachers to ensure a coherent, aligned, and viable curriculum across grade levels and subject areas.
- Facilitate curriculum planning, articulation, and implementation of agreed-upon curriculum frameworks, principles, and practices to promote consistency and progression of student learning.
- Lead and facilitate curriculum review cycles, supporting faculty in evaluating and revising curriculum based on student learning evidence, educational research, and school priorities.
- Work collaboratively with faculty to develop and refine high-quality units, learning experiences, and assessments aligned with established curriculum standards and learning outcomes.
- Maintain accurate and current curriculum documentation and support the effective use of the school's curriculum management systems.
- Lead, model, and promote the JIS mission, vision, values, and Learning Dispositions through curriculum development and implementation.

Duties and Responsibilities

Assessment and Data-Informed Practice

- Support the implementation and ongoing development of JIS assessment principles and practices.
- Collaborate with school leadership and faculty to analyze student learning data and other evidence of learning to identify trends, evaluate curriculum effectiveness, and inform instructional decision-making.
- Build faculty and school leader capacity in assessment and data literacy, supporting teams in using evidence of learning to establish goals, monitor student progress, and make responsive instructional decisions.
- Coordinate designated assessments including administration processes, analysis, and communication of results as appropriate.
- Contribute to the development and refinement of schoolwide systems and practices for managing and accessing student learning and assessment data.
- Contribute to the ongoing review and development of schoolwide reporting practices and systems to ensure clear, consistent, and meaningful communication of student learning.

Professional Development and Support

- Design, coordinate, and facilitate professional learning that strengthens curriculum implementation, assessment practices, and teaching and learning.
- Work directly with grade-level teams, faculty leaders, and individual teachers to support curriculum planning, implementation, and reflection.
- Facilitate collaborative professional learning structures that encourage shared practice, inquiry, reflection, and continuous improvement.
- Support faculty in applying current educational research and evidence-based practices to curriculum design and implementation.
- Identify professional learning needs related to curriculum and assessment and collaborate with the Curriculum Development Advisor and divisional leadership to develop appropriate supports and resources.

Duties and Responsibilities

Accreditation and School Improvement

- Support the Council of International Schools (CIS), Western Association of Schools and Colleges (WASC), SPK (Satuan Pendidikan Kerjasama), and other accreditation or review processes as applicable.
- Maintain curriculum documentation and evidence required to support accreditation, program evaluation, and school improvement processes.
- Contribute to the ongoing review and development of schoolwide teaching, learning, curriculum, and assessment principles and practices.
- Use research, student learning evidence, stakeholder feedback, and program data to evaluate curriculum effectiveness and recommend areas for improvement.
- Participate in the development and periodic review of the JIS strategic plan in collaboration with the Curriculum Development Advisor, schoolwide leadership, and other relevant stakeholders.

Operational and Resource Management

- Prepare and manage designated curriculum and assessment budgets in alignment with school priorities and established financial procedures.
- Coordinate curriculum-related resources, materials, and systems.
- Evaluate and recommend curriculum resources and materials in collaboration with faculty, leadership, and other relevant stakeholders.

Duties and Responsibilities

Community Engagement and Stakeholder Relations

- Communicate curriculum, assessment practices, and student learning data to faculty, leadership, parents, and other stakeholders.
- Present curriculum, assessment, and student learning information in accessible and meaningful ways to parent groups and other school community audiences, building understanding of JIS's educational program and approaches to student learning.
- Create and support opportunities for parents to understand and engage with schoolwide student learning data, including assessment results and progress toward learning standards.

Professional Learning and Growth

- Stay current with research, emerging practices, and developments in curriculum and assessment.
- Engage in ongoing professional learning to strengthen expertise and effectiveness as a curriculum leader.
- Participate in relevant professional networks, and learning opportunities that support continued development and bring current thinking and practices to JIS.
- Model a commitment to reflection, collaboration, and continuous professional growth.

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 Curriculum Development Advisor.

Details

Position: Schoolwide Curriculum Coordinator - Elementary Emphasis
Reports To: Curriculum Development Advisor
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.