JIS Jakarta Intercultural School

JOB OPENING

POSITION:	Elementary School Counselor
REPORTS TO:	Elementary School Principal
CONTRACT TERM:	2 School Years (2027-2029)
CONTRACT START DATE:	1 July 2027
JOB OPENING:	21 October 2026

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

POSITION OVERVIEW

At Jakarta Intercultural School (JIS), Elementary School Counseling supports students' social, emotional, and personal development, helping them build the confidence, resilience, and skills needed to thrive both in and beyond the classroom. Through a comprehensive counseling program that includes classroom guidance lessons, individual and small-group counseling, and social-emotional learning initiatives, students develop self-awareness, positive relationships, and strategies for navigating challenges.

The Elementary School Counselor provides direct support to students while working closely with teachers, families, and the Student Support Team to address individual needs and promote student well-being. The counselor plays an important role in supporting student transitions, guiding behavioral and social-emotional interventions, responding to student crises, and strengthening a positive and inclusive school environment. Through collaboration, family engagement, and schoolwide initiatives, the counselor contributes to a supportive learning community where students feel safe, connected, and valued.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Master's degree in Counseling, School Counseling, Counseling/Educational Psychology, or a related field
2. Valid certification in School Counseling or a related field.
3. Minimum five years of counseling experience at the elementary level.
4. Prior experience in an international school setting is preferred.
5. Strong understanding of child development and ability to support students' social-emotional growth.
6. Experience with schoolwide guidance programs and inclusive models of education.
7. Excellent planning, organization, oral and written communication skills.
8. Demonstrated ability to work collaboratively with diverse school stakeholders, including parents, faculty, and administrators.
9. Commitment to ongoing professional development in counseling practices and student well-being strategies.
10. Dedication to promoting the welfare of children and young people.
11. Willingness to engage in student advisory and pastoral programs.
12. Experience in leading extracurricular activities is advantageous.
13. Clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

Counseling and Student Support

- Provide individual and small group counseling services to address students' social, emotional, and behavioral needs.
- Implement small group counseling sessions focused on targeted needs such as friendship, transitions, and coping strategies.
- Conduct classroom lessons on topics such as emotional regulation, problem-solving, and conflict resolution to foster social-emotional learning.
- Collaborate with the elementary psychologist and Student Support Team (SST) to support the development and implementation of Individual Learning Plans (ILPs).
- Adapt counseling services to be delivered in asynchronous and synchronous formats when necessary.

Behavior Management and Social Skills

- Help manage student behavior through strategies and programs that promote self-regulation, resilience, positive conflict resolution, and restorative practices.
- Facilitate social skills training and provide behavior management strategies to support students' success.
- Work with classroom teachers through observations, strategy development, and student referrals to meet the diverse social and emotional needs of students.
- Support the well-being of students through a range of services, including in-classroom support and pull-out models when necessary.

Crisis Intervention and Monitoring

- Serve as a crisis intervention resource for students and families, helping to address issues such as family conflicts, grief, or other acute challenges.
- Monitor students' progress, using behavioral data to develop interventions that support emotional and social growth.
- Maintain accurate and confidential records of student interactions, interventions, and progress in accordance with school policies.
- Ensure all student and family information is handled with the highest level of confidentiality, sharing sensitive details only when necessary and in line with safeguarding protocols.

Collaboration

- Collaborate with school leadership, faculty, and staff to plan and deliver schoolwide initiatives that promote a positive school climate.
- Collaborate with teachers and staff to build their capacity to address the social-emotional needs of students, ensuring they have the skills and tools to foster student well-being in the classroom.
- Support teachers to implement a proactive and explicit campus-wide social-emotional learning curriculum.
- Work alongside the Admissions Office, student support services, and divisional leadership to support new student admissions and the transition process for both incoming and exiting students.
- Provide guidance and support for class placement decisions in collaboration with the principal, student support services, and teachers.
- Facilitate transitions for students between grade levels, particularly during key transitions such as from early years to elementary and elementary to middle school.

Community Engagement

- Organize and lead orientation programs for new students and families, ensuring they feel welcomed and supported within the school community.
- Provide support and guidance for students and families transitioning out of the school, helping them manage the emotional and logistical aspects of leaving the community and integrating into a new environment.
- Develop and facilitate parent workshops and classes on relevant topics such as child development, social-emotional learning, and parenting strategies.

- Liaise with local and regional agencies, making referrals as needed to ensure students and families receive additional support services beyond the school's scope.
- Organize and actively participate in school trips, including multi-day and overnight excursions, to enrich students' educational experiences.
- Engage actively in school events to maintain visibility and build positive relationships with students, parents, and faculty.

Professional Development and Leadership

- Stay current with the latest research and practices in school counseling by engaging in ongoing professional development.
- Serve as a resource to the Student Support Team in developing, implementing, and evaluating Individual Learning Plans (ILPs).
- Demonstrate professionalism by maintaining confidentiality, fostering trust, and building positive interpersonal relationships across the school community.
- Participate in department meetings, schoolwide teams, and SST meetings, contributing to the development and coordination of student support services.
- Engage in regular supervision and collaboration with the cross-campus counseling team to continuously refine counseling practice.
- Engage with the JIS Growth and Appraisal process to continuously refine counseling practices and align with professional standards.

Child Safeguarding and Ethical Practices

- Serve as a child safeguarding officer, adhering to and promoting the school's policies and protocols.
- Assist families and staff in navigating challenging situations involving student well-being, ensuring compliance with JIS safeguarding standards.

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 Elementary School Principal.

TO APPLY

Interested candidates should apply directly by email to teachingapplication@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume, clearly indicating all academic qualifications and professional teaching certifications, including the issuing authority, subject area(s), and grade level(s) covered by each certification.
- 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.