Jakarta Intercultural School

JOB OPENING

POSITION:	Elementary School Learning Support Specialist
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 Learning Support provides individualized instruction and targeted interventions to help students with diverse learning needs succeed academically and develop confidence as learners. Through an inclusive and collaborative approach, students receive support tailored to their individual strengths, challenges, and learning goals, enabling them to participate meaningfully in the classroom and wider school community.

JIS is seeking an experienced Elementary School Learning Support Specialist with expertise in supporting students with diverse learning needs and delivering evidence-based academic interventions, particularly in literacy. The ideal candidate will have experience supporting students with autism, training in structured literacy approaches such as Orton-Gillingham, and a strong understanding of Multi-Tiered Systems of Support (MTSS), including tiered interventions and progress monitoring. The LS specialist will use assessment data to design and deliver targeted interventions, provide individual, small-group, and classroom-based support, and collaborate closely with classroom teachers to strengthen inclusive instruction and implement effective intervention strategies. The role also involves developing and monitoring Individual Learning Plans (ILPs) and working with families and the Student Support Team to support students within an inclusive learning environment.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Master's degree in Special Education or a related field; Master's preferred.
2. Certification in Learning Support, Special Education, Learning Disabilities, or other related field
3. At least five years of experience working as a Learning Support Specialist with children in an educational setting, preferably in elementary school
4. Demonstrated expertise in conducting assessments and designing interventions for learning disabilities, such as dyslexia, dyscalculia, and dysgraphia
5. Familiarity with a range of intervention programs and instructional strategies for students with learning differences
6. Experience working in a co-teaching model within an inclusive classroom setting
7. Proficiency in developing, implementing, and monitoring Individual Learning Plans (ILPs)
8. Ability to monitor and measure student progress using data-driven decision-making to inform adjustments in support plans and interventions
9. Strong understanding of behavioral intervention and social-emotional support approaches in collaboration with the SST
10. Experience with assistive technology and digital tools for learning support is advantageous
11. Experience delivering professional development for teachers and parent education sessions
12. Commitment to working within a Professional Learning Community (PLC) and collaborating with multidisciplinary teams
13. International school experience preferred
14. Commitment to maintaining cultural competency, with experience working in diverse school communities
15. Excellent interpersonal skills, with the ability to collaborate effectively with colleagues, students, and parents
16. Strong organizational and communication skills for conducting meetings and consultations
17. Willingness to engage in student advisory and pastoral programs.
18. Experience in leading extracurricular activities is advantageous.
19. Clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

Assessment and Evaluation

- Conduct comprehensive assessments to identify students' learning profiles, strengths, and challenges, using both formal and informal diagnostic tools
- Use assessment data to inform instruction and create individualized, actionable recommendations for support
- Share evaluation results with students, parents, teachers, and administrators in a clear, accessible manner
- Maintain detailed records of assessment results, recommendations, and support plans, ensuring documentation is updated regularly

Intervention and Support

- Design and deliver individualized and group interventions for students with identified learning needs, using evidence-based practices
- Provide classroom-based strategies, small group sessions, and one-on-one instruction tailored to each student's specific learning profile
- Actively contribute to the development, implementation, and review of ILPs, ensuring learning support goals align with students' overall academic objectives
- Regularly collect, analyze, and interpret student progress data to adjust interventions and document outcomes effectively
- Integrate social communication and self-advocacy strategies to help students develop confidence in their abilities and improve interactions within the school setting
- Partner with the SST to develop and implement behavioral support plans for students with social-emotional or behavioral challenges
- Collaborate with teachers to incorporate learning support strategies in classroom activities, facilitating smooth integration and generalization of skills across school settings

Consultation and Collaboration

- Provide consultation and guidance to teachers, parents, and administrators regarding students' learning needs and effective support strategies
- Collaborate closely with the SST to identify and support students with learning differences, advising on tailored interventions and monitoring progress
- Work with classroom teachers to incorporate learning support goals into the general education environment, co-teaching and providing demonstration lessons as needed
- Strengthen collaboration between the school, families, and external service providers, ensuring continuity and consistency in student support
- Assist the Admissions Office with screening and evaluating new students who may require additional support or interventions.

Documentation and Confidentiality

- Maintain thorough, confidential records of all assessments, treatment plans, and progress reports, ensuring information is accessible to authorized personnel.
- Follow strict confidentiality guidelines, protecting the privacy of students and families in accordance with school policies and ethical standards.

Community Engagement

- Lead family education workshops, sharing insights on strategies to support learning at home
- Foster a culture of respect, inclusion, and pride among students, colleagues, and families.
- Build positive interpersonal relationships, actively engaging in Child Safeguarding Practices and promoting positive interactions among our diverse student body.
- Lead extracurricular activities that enhance student collaboration, performance, teaming, talent, and leadership.
- Organize and actively participate in school trips, including multi-day and overnight excursions, to enrich students' educational experiences.

Professional Development and Training

- Lead professional development sessions for teachers and parents on best practices for supporting students with learning differences
- Participate actively in professional development, accepting and acting on professional feedback.
- Engage in ongoing professional development to stay current with pedagogy, trends, and best practices.
- Actively engage in the JIS Growth and Appraisal process to enhance professional practices and alignment with educational standards.

Adaptability and Support

- Adapt support services to be delivered in asynchronous and synchronous formats when necessary.
- Identify and seek support from peers and administration when needed, contributing to a collaborative and supportive work 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 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.