JIS Jakarta Intercultural School

JOB OPENING

POSITION:	High School International Baccalaureate (IB) Program Coordinator
REPORTS TO:	High School Principal
CONTRACT TERM:	2 School Years (2027-2029)
CONTRACT START DATE:	1 July 2027
JOB OPENING:	23 October 2026

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

POSITION OVERVIEW

The International Baccalaureate Diploma Programme (IB DP) at Jakarta Intercultural School (JIS) provides High School students with a rigorous, internationally recognized academic pathway that emphasizes critical thinking, independent inquiry, intercultural understanding, and personal growth. Through a broad and balanced curriculum and the Diploma Programme core, students develop the knowledge, skills, and perspectives needed for success in higher education and beyond.

The High School **IB Program Coordinator** provides academic leadership and operational oversight for the Diploma Programme, ensuring its effective implementation, administration, and continued development in alignment with IB standards and requirements. Working closely with High School leadership, faculty, counselors, and students, the coordinator oversees curriculum and assessment coordination, examination administration, student academic progress, and professional learning. As a member of the High School leadership team, the coordinator contributes to the strategic development of the IB DP while maintaining a teaching assignment of two High School courses.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Bachelor's degree in Education or a related field required. Master's degree preferred.
2. Valid teaching credential in a related field.
3. At least five years of successful teaching experience, preferably in an international school setting.
4. Demonstrated experience teaching IB Diploma Programme courses, with prior IB coordination or academic leadership experience preferred.
5. Comprehensive knowledge of the IB Diploma Programme, High School curriculum, and IB assessment requirements.
6. Thorough understanding of IB programme standards and practices, authorization requirements, and programme evaluation processes.
7. Strong knowledge of the IB Diploma Programme core, including Theory of Knowledge (TOK), Extended Essay (EE), and Creativity, Activity, Service (CAS).
8. Experience coordinating IB examinations, internal assessments, and programme administration is advantageous.
9. Familiarity with IB academic integrity, inclusion, and assessment policies.
10. Understanding of international university admissions requirements and post-secondary education pathways is advantageous.
11. Strong organizational, administrative, and technology skills, including experience managing academic records and information systems.
12. Excellent interpersonal, communication, and collaborative skills, with the ability to work effectively with students, faculty, families, and school leadership.
13. Demonstrated ability to lead collaborative teams, manage competing priorities, and coordinate complex academic processes.
14. Experience analyzing student achievement data and using findings to inform program development.
15. Commitment to professional learning, collaborative curriculum development, and continuous improvement of teaching and learning.
16. Openness to new ideas and diverse perspectives.
17. Willingness to engage in student advisory and pastoral programs.
18. Experience in leading extracurricular activities such as drama, sports, clubs, or music is advantageous.
19. Strong commitment to child safeguarding, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

IB Program Leadership and Development

- Assist the High School leadership team in the implementation, supervision, and evaluation of the International Baccalaureate Diploma Programme.
- Lead the planning, coordination, and continued development of the IB DP.
- Coordinate the school's IB authorization and oversee compliance with IB programme standards, policies, and regulations.
- Serve as the school's primary liaison with the International Baccalaureate Organization.
- Collaborate with High School leadership and Heads of Department on IB curriculum development, subject offerings, and student pathways.
- Analyze student achievement data and coordinate programme reviews.
- Serve as a member of the High School Learning Council (HLC) and High School Academic Team (HLT).
- Assist the High School Principal in interpreting and implementing relevant school policies and procedures.

IB Curriculum and Assessment Coordination

- Coordinate the implementation of IB subject curricula and assessment requirements across departments.
- Oversee the implementation and coordination of Theory of Knowledge (TOK), Extended Essay (EE), and Creativity, Activity, Service (CAS), including the work of designated teachers, supervisors, and coordinators.
- Establish and monitor IB assessment calendars, coursework deadlines, and submission requirements.
- Oversee internal assessment processes, including moderation, standardization, and submission of student work.
- Coordinate predicted grades and other required assessment reporting.
- Monitor the implementation of IB academic integrity requirements and procedures.
- Monitor IB curriculum updates and communicate changes to relevant faculty.

IB Examinations and Program Administration

- Coordinate all aspects of IB examination registration, preparation, and administration, including mock and external examinations.
- Manage IB candidate records, examination entries, and administrative requirements through IBIS and other relevant systems.
- Oversee examination security, assessment submissions, and compliance with IB deadlines and procedures.
- Coordinate IB examination access arrangements and requests for consideration of adverse circumstances in collaboration with the Student Support Team.
- Manage IB examination results, enquiries upon results, and retake registrations.
- Prepare and manage the IB programme budget, including examination fees, resources, and professional development costs.
- Coordinate IB-related financial and administrative processes with the Business Office.
- Maintain accurate IB programme records and documentation.

Student Academic Guidance and Support

- Collaborate with High School counselors to guide students in IB course selection, subject combinations, and individual academic pathways.
- Monitor IB student academic progress and diploma completion requirements.
- Collaborate with teachers, counselors, and the Student Support Team to address academic concerns and coordinate appropriate interventions.
- Communicate programme expectations, assessment requirements, and important deadlines to students and families.
- Collaborate with counselors on university-related IB requirements, including predicted grades, transcripts, and official results.
- Support student transitions into and through the Diploma Programme.

Collaborative Curriculum Development

- Collaborate with faculty and Heads of Department to review and develop IB curriculum and instructional practices.
- Facilitate interdisciplinary collaboration and alignment across IB subject areas.
- Coordinate IB faculty meetings and collaborative planning sessions.
- Assume responsibility for teaching two High School courses, as assigned.

Community and Student Engagement

- Orient students, families, and faculty to the IB Diploma Programme, its requirements, and expectations.
- Coordinate IB information sessions and programme events for current and prospective families, collaborating with Admissions as appropriate.
- 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 Evaluation

- Coordinate IB professional development opportunities and monitor completion of required IB training in collaboration with Heads of Department and High School leadership.
- Support teachers in strengthening IB instructional practices and assessment approaches.
- Engage in ongoing professional development to stay current with pedagogy, trends, and best practices.
- Engage with the JIS Growth and Appraisal process to continuously refine professional practices and alignment with educational standards.

Adaptability and Support

- Respond to emerging programme needs and operational priorities in collaboration with High School leadership.
- Adapt to both asynchronous and synchronous online formats when necessary.
- Identify and seek support from peers and administration when needed, and provide peer support to maintain a collaborative 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 High 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.