Jakarta Intercultural School

JOB OPENING

POSITION:	Middle School Counselor
REPORTS TO:	Middle School Principal
CONTRACT TERM:	2 School Years (2027-2029)
CONTRACT START DATE:	1 July 2027
JOB OPENING:	9 September 2026

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

POSITION OVERVIEW

At Jakarta Intercultural School (JIS), the **Middle School Counselor** plays an important role in supporting students' academic, social, and emotional development during a critical period of growth and transition. Through individual and group counseling and proactive student programming, the MS Counselor helps students build positive relationships, develop essential life skills, and strengthen their well-being and sense of belonging.

Working closely with Middle School leadership, the Student Support Team, teachers, and families, the MS Counselor helps identify student needs, coordinates appropriate support, and contributes to a safe, inclusive, and supportive school environment where students are known, valued, and supported throughout their Middle School experience.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Master's degree in Counseling, Psychology, Education, or a related field.
2. Valid credential in a related field.
3. Minimum five years of counseling experience, preferably in a middle school setting
4. Experience in an international or multicultural school environment is preferred
5. Strong understanding of adolescent development and middle school philosophy, with the ability to support students' social-emotional growth
6. Skilled in developing and delivering schoolwide guidance programs that focus on social-emotional learning and inclusive practices
7. Experience collaborating within a Student Support Team (SST) and with faculty to meet diverse student needs
8. Demonstrated ability to communicate effectively and empathetically with students, parents, and staff
9. Commitment to ongoing professional development in counseling practices, well-being, and safeguarding
10. Commitment to working within a Professional Learning Community (PLC) and collaborating with multidisciplinary teams
11. Excellent interpersonal skills, with the ability to collaborate effectively with colleagues, students, and parents
12. Experience delivering in-service training and parent support sessions
13. Willingness to engage in student advisory and pastoral programs.
14. Experience in leading extracurricular activities such as drama, sports, clubs, or music is advantageous.
15. 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, including managing transitions and coping with adolescence.
- Lead advisory and guidance lessons focused on social-emotional learning (SEL) topics, such as resilience, self-advocacy, and emotional regulation.
- Conduct small group sessions on relevant topics, including peer relationships, stress management, and academic motivation.
- Monitor students' well-being through proactive communication and regular check-ins, offering timely support and crisis intervention as needs arise.
- Support the SST by contributing to the development, implementation, and evaluation of Individual Learning Plans (ILPs) for students requiring additional support.

Behavior Management and Social Skills

- Collaborate with teachers to implement behavior support strategies that enhance students' social interactions and help them manage their behavior effectively.
- Facilitate social skills training, employing a restorative approach to encourage positive conflict resolution, self-regulation, and respect for others.
- Support students with behavioral or emotional challenges, collaborating closely with the SST to develop behavior plans that encourage self-awareness and responsible decision-making.

Academic Advising and Scheduling

- Oversee the scheduling process, making adjustments as necessary to support each student's academic progress and social-emotional well-being.
- Assist with student transitions between grade levels, providing tailored support to help students manage new academic and social expectations.
- Guide students in selecting courses aligned with their academic goals, personal interests, and graduation requirements.
- Work closely with MS leadership, teachers, SST members, and administrative staff to ensure accurate course placement, addressing conflicts as they arise.

Transition and Community Engagement

- Coordinate programs that support students' transitions between elementary and middle school, and middle to high school, promoting a smooth adjustment to new expectations.
- Organize orientation sessions for new students and families, ensuring a welcoming and supportive start at JIS.
- Develop and facilitate parent workshops on topics relevant to adolescent development, SEL, and positive parenting.
- Maintain relationships with local and regional agencies, referring students and families to external resources as needed.

Child Safeguarding and Ethical Practices

- Act as a child safeguarding officer, promoting and adhering to the school's child safeguarding policies and practices.
- Support families navigating complex situations, offering guidance while ensuring adherence to safeguarding standards in all interactions.
- Demonstrate professionalism by maintaining confidentiality, fostering trust, and modeling ethical behavior in interactions with students, families, and staff.

Documentation and Confidentiality

- Maintain accurate and confidential records of student interactions, progress, and interventions, adhering to school policies on confidentiality and safeguarding.

Professional Development and Training

- Engage in ongoing professional development to stay current with the latest research and practices in school counseling and adolescent mental health.
- Actively engage in the JIS Growth and Appraisal process to enhance professional practices and alignment with educational standards.

Community Engagement

- Actively participate in school and community events, maintaining visibility to foster trust and positive relationships with students and families.
- 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.

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 necessary, 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 Middle 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.