



JOB OPENING

POSITION:	Assistant Teacher (4 Positions)
REPORTS TO:	Elementary Vice Principal
WORK LOCATION:	Pondok Indah Elementary

PURPOSE

Under the direction and supervision of the classroom teacher, the assistant teacher is primarily responsible for assisting the classroom teacher in the planning, delivery and assessment of instruction in the elementary classroom. The Assistant Teacher may be assigned in Early Years, Elementary and other special classrooms, e.g., Bahasa Indonesia classroom. The Assistant Teacher is evaluated by the Classroom Teacher and the Elementary Vice Principal.

QUALIFICATIONS AND EXPERIENCES

1. Indonesian citizen
2. Bachelor's degree
3. Fluent in written and spoken English with minimum English TOEFL score of 550
4. Have strong technology skills
5. Working experience in a similar type of position
6. Outstanding personal communication skills, meets the public, staff, parents and students tactfully and courteously
7. Demonstrated experience and comfort level with children especially in instructional settings
8. Understands and carries out oral and written directions
9. Willing to work closely supporting students with special needs

DUTIES AND RESPONSIBILITIES

- Assists in the planning, delivery and assessment of instruction
- Prepares lesson outlines and plans in assigned subject areas and submit outlines to teachers for review
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- Clarifies assigned duties with the classroom teachers in order to coordinate instructional efforts
- Teaches individuals and small groups on a wide range of subjects
- Observes, documents and discusses student learning
- Manages student record keeping
- Participates in teacher-parent conferences regarding students' progress or areas of growth
- Supervises students in and out of the classrooms
- Supports service learning and environmental stewardship initiatives
- Attends staff meetings and serves on committees as required
- Assists with whole school or grade level special events such as celebrations, assemblies & exhibitions when needed
- Assists in the care and security of school equipment and materials
- Notifies facilities/administration of potential safety hazards
- Prepares lesson materials, bulletin board displays, exhibits, equipment and demonstrations
- Assists with newsletters, permission slips and other communications
- Takes class attendance and maintains attendance records
- Collects and safeguards money from students for school-related projects
- Assists students with technology

- Plans, prepares and develops various teaching aids such as bibliographies, charts and graphs
- Distributes teaching materials such as textbooks, workbooks, papers and pencils to students
- Organizes and supervises games and other recreational activities to promote physical, mental and social development
- Actively adheres to Child Protection practices
- Provides extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities
- Empowers students to take responsibility for their own actions
- Perceives subtle nuances, patterns and details of their experiences with young children
- Is observant of and strives to meet individual student's needs
- Perseveres by channeling the energy of frustration productively
- Looks for opportunities to take initiative and is willing to be flexible
- Any other duties as required by the Administrator or Teacher

Builds Positive Interpersonal Relationships

- Promotes positive interactions and fosters a sense of identity and pride in JIS among students, parents, faculty, and colleagues
- Maintains an open attitude toward new ideas
- Collaborates with school wide teams and staff
- Establishes and maintains cooperative and positive working and team relationship with those involved in the course of work

Ongoing Professional Growth

- Continues to acquire new learning and reflects new learning and professional practice
- Shares in opportunities for in-service and workshop offerings
- Shares professional knowledge with other colleagues
- Sets goals for professional development, takes advantage of professional development opportunities.

Important Notes: In your application, please state your education background, work experience, skills and attached the copy/score of your latest TOEFL score/similar test.

Apply to: recruitment@jisedu.or.id