

Leadership Search



High School Principal Jakarta Intercultural School *Jakarta, Indonesia*

Application Deadline: September 19, 2022
Start Date: July/August 2023



Jakarta Intercultural School

We are passionate, inquisitive and creative - learning in Indonesia to be best for the world.

***Kita** bersemangat, ingin tahu dan kreatif - be/ajar di Indonesia untuk menjadi yang terbaik bagi dunia.*

We value perseverance, integrity, responsibility, respect, compassion, balance and fun.

***Kita menghargai** ketekunan, integritas, tanggung jawab, kehormatan, welas asih, keseimbangan dan kegembiraan.*

We will inspire joyful, rigorous learning and foster wellness as a pioneering, inclusive, and collaborative community.

***Kita akan** menginspirasi pembelajaran yang tekun serta menyenangkan dan menjunjung tinggi kesehatan sebagai komunitas pelopor yang inklusif dan kolaboratif.*

We learn by reflecting and relating, by being resourceful and resilient.

***Kita be/ajar** dari bercermin dan berhubungan, dengan banyak aka/ dan tabah.*

POSITION OVERVIEW

The High School Principal is responsible for providing academic and administrative leadership to the High School (HS) learning community. The Principal shall lead and inspire the faculty members toward dynamic and engaging teaching practices. In keeping with this responsibility, the management of all HS affairs shall be in support of the School's mission, vision, values, and dispositions. The HS Principal supervises the HS administrators, faculty members, host country staff and students. This position reports to and is evaluated annually by the Head of School or designee on the basis of this job description and objectives established on a yearly basis.



QUALIFICATIONS AND EXPERIENCE

- Minimum Master's degree in Educational leadership or administration.
- Relevant administrative credential.
- Minimum 5 years of experience in a leadership role.
- Principal experience preferred.
- International experience in a similar school setting preferred.
- Extensive teaching experience at the high school level.
- Knowledge of and experience with high school curricular programs, including the International Baccalaureate program and Advanced Placement program.
- Creative and innovative thinker.
- Advocate for Inclusion through Differentiated Instruction and EAL in the Mainstream.
- Versed in the Understanding by Design model and curriculum practices.
- Student-centered decision maker.
- Organizational ability, initiative, effective communication, and interpersonal skills.
- Demonstrated cultural sensitivity.
- Capability in making and communicating decisions.
- Demonstrated resilience, resourcefulness, relating, and reflectiveness.
- Clear commitment to Child Protection, safety, service learning, and environmental stewardship.
- Commitment to consistent professional learning.
- Knowledge of and experience with budgetary processes and resource allocation.



RESPONSIBILITIES

- Serving as an instructional leader to all constituent groups.
- Creating a supportive culture for learning for all constituents – leading with a vision for global best practices in a high school, high expectations for students and faculty/staff, student-focused programs, service learning for all, and creative, innovative educational programs/activities.
- Implementing, supervising, and evaluating the instructional programs of the High School (HS).
- Providing and implementing supervision and evaluation process on all faculty and staff in support of maintaining and exceeding the very best educational program.
- Reviewing school programs/classes and evaluating/analyzing the program/class to our constituent group of students, best practices and research, and our school's mission and vision.
- Recruiting teachers for the High School. Assisting the Deputy Head of School and Human Resources Manager in all aspects of recruitment, performance management, development and retention of HS administrators, faculty members, and host country staff.
- Establishing, implementing, and monitoring an evaluation process for all faculty and staff.
- Overseeing the selection and direction of Heads of Department.
- Reviewing, evaluating, and coordinating sound financial management, including accurate program budget planning and ongoing fiscal accountability – decision-making based on student learning and programs, activities, strategic plan, mission, and vision.
- Monitoring the establishment and assessment of student performance standards.
- Setting agendas and providing direction for HS faculty meetings and managing in-service training to encourage staff development and providing opportunities for professional growth.
- Working with Associate Principals for Curriculum & Learning and Student Life and Well-being to:
 - Ensure that disciplinary guidelines updated and consistently applied.
 - Oversee preparation of the master schedule and the appropriate staffing allocations and scheduling of all students.
 - Reviewing leadership model in support of best practices for the high school program (Associate Principals, Heads of Department & Coordinators).
 - Serving on curriculum decision-making committees as required.
 - Bringing in ideas, programs, and classes in support of a well-rounded and global educational program.



- Ensuring that there is an established and implemented student referral process, with procedures and execution of student Individual Learning Plans (ILP) by HS faculty – Being versed in student population, student needs, and working in conjunction with Student Services to ensure that educational programs are optimal for students with neuro-diversities.
- Ensuring the availability and access of co-curricular athletic, service, and activities options for a broad range of students.
- Serving as a member of the administrative team. Communicating and cooperating with the other administrators to achieve School goals.
- Providing for communications and public relations within the School community, including meeting regularly with parents and community members.
- Providing and leading parent opportunities for learning (parenting classes) and parent coffees.
- Revising the HS Faculty Handbook and Student-Parent Handbook as necessary from year to year.
- Working with Admissions Team and HS Leadership Team to ensure admissions practices and processes are implemented, and to review admissions cases as needed.
- Developing opportunities and experiences for students; creating activities for student collaboration, performance, teaming, talent, and leadership.
- Collaborating and teaming with other principals in support of School-Wide strategic plan, JIS 2.0, goals and vision.
- Developing a yearly action plan with other principals and administrators to actualize the School-Wide strategic plan.
- Presenting to various constituent groups, including the Board of Trustees, PTA, HS parent groups, prospective parents and external organizations as needed.
- Represent the School in local, regional, and international settings for publications, promotion, recruitment, and professional development .
- Performing other related duties and assuming other responsibilities as assigned by the Head of School or designee.



WHO WE ARE

The Jakarta Intercultural School (JIS) was established in 1951 to cater to the children of a growing expatriate community in Indonesia's capital.

Over the decades, our own diverse community of students, staff and faculty members from across the globe – the mighty Komodo Dragons – grew to take up three expansive campuses equipped with innovative learning facilities.

And while JIS is now known across the region for our comprehensive inquiry-based curriculum, we also value our students individual skills, talents and interests, nurturing them to be *Best for the World*.



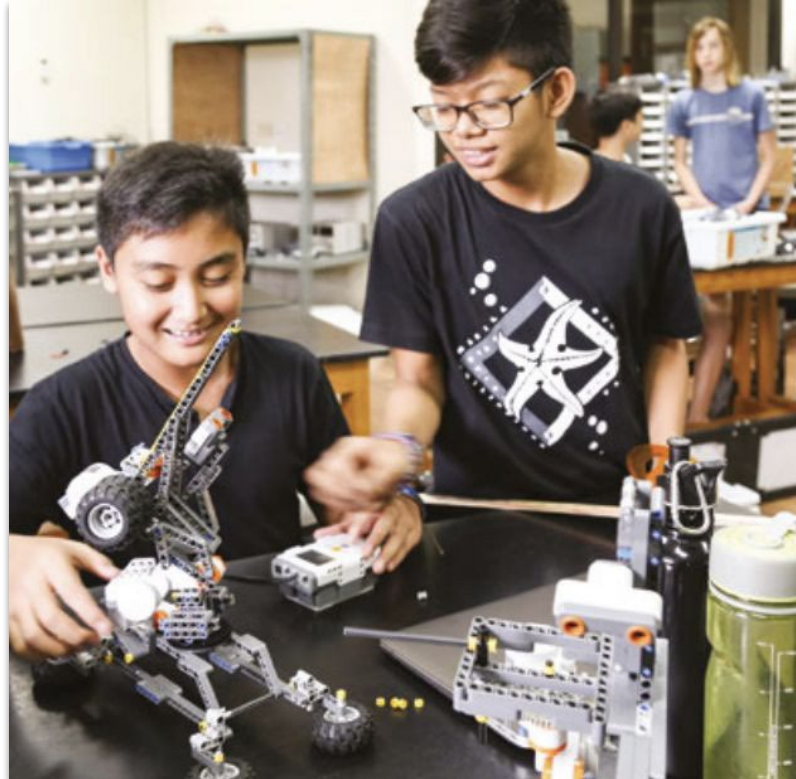
What does it mean to be *Best for the World*?

- A **Community of Care** that values respect and inclusivity
- **Promoting wellness** for physical, emotional and creative growth.
- **Creating change** alongside social organizations.
- Serving as **environmental custodians** for a sustainable future.
- **Engaging with Indonesia** through collaborative teacher-training programs and the JIS Bhinneka Tunggal Ika student scholarship.
- Working **with and for the**



FAST FACTS

Year Established	1951	Student Nationalities	62
Accreditation Agency	CIS-WASC	Percentage Annual Student Turnover	30%
School type	Independent, Early Years to Grade 12	Average Class Size	Early Years: 15 EY to Grade 2: 18 Grades 3 to 5: 20 Grades 6 to 12: 20
Language of Instruction	English	Student-Teacher Ratio	1:10
Total Enrollment	2,000	Number of Faculty	233
Elementary School Enrollment	680	Faculty Nationalities	22
Middle School Enrollment	500	Percentage Annual Faculty Turnover	20%
High School Enrollment	800	Number of Board Trustees	13
Home Country Nationals	23%	Tuition (2021 - 2022)	IDR 316 million-495 million



ACADEMICS

From Early Years to High School, JIS offers a premier learning environment that is accredited by the Western Association of Schools and Colleges, and the Council of International Schools.

The JIS Early Years academic program is based on The Creative Curriculum® for preschool, a comprehensive early childhood educational system that has been shown to promote cognitive, physical, social/emotional, and language development of children.

Like JIS as a whole, the JIS Elementary School curriculum adopts programs which demonstrate the best international standards, practices and results for student learning. We place strong emphasis on language arts and mathematics. To ensure a balanced curriculum, we provide programs in science and technology, social studies, modern language, fine arts and physical development.

The JIS Middle School curriculum emphasizes research-based teaching and learning practices through age-appropriate intellectual, physical, cultural and social experiences.

Based on international standards, JIS High School is an inquiry-based academic program designed to prepare students for a university that fits them best, and includes the option to take the International Baccalaureate (IB) and Advanced Placement (AP) diploma/courses.

ACTIVITIES

Students can engage in more than 500 clubs and activities that further enhance their learning journey. At each divisional level, students have the option of developmentally appropriate JIS and community sponsored activities. From arts, scouts and gymnastics in elementary to chess, robotics and sports in Middle School to rock climbing, jazz band and Model United Nations in High School, each is designed to not only challenge students but also foster respect, and a spirit of collaboration, inclusivity, and confidence.



ATHLETICS

JIS athletes compete in a number of sports including soccer, basketball, tennis, badminton, swimming, track and field, and volleyball. As a part of the IASAS conference our student-athletes travel internationally to tournaments throughout the year, hosted by different member schools. In addition to the school's competitive leagues, students may also participate through athletic clubs.



SERVICE

JIS students are exposed to the values and direct impacts of compassion, empathy and community services on the immediate world around us. Our Service Learning program encompasses the entire school and encourages students to take part in a range of outreach activities from educational initiatives to environmental stewardship. JIS Peduli is the schoolwide service arm of JIS that provides organizational and financial support for disaster relief and outreach programs.





FACULTY AND STAFF

The faculty members of JIS are recruited internationally and represent some of the world's finest educators - all of whom are united in their commitment to education. While the majority come from the United States, our teachers represent 20 countries, including Australia, Canada, the United Kingdom and New Zealand.

What JIS supports most passionately is the learner in you who wants to grow, collaborate, rethink, excel, and stretch beyond your personal and professional experiences. The school has created a culture of professional learning environment that includes embedded training, vibrant professional learning communities, the support of learning coaches, and ample opportunities to attend global and local conferences.

Experts in their own fields, our faculty and staff are part of what is uniquely JIS as they aspire to be life-defining mentors in our students' academic, extracurricular and social development. Our teachers are truly our greatest strength.



FACILITIES

The Cilandak Campus in South Jakarta is home to both JIS Middle School and High School. The lush, green campus offers a vast range of world-class facilities designed to optimize students' learning experience, including two modern libraries, an indoor theater and auditorium, multiple tennis courts and sports fields, swimming pools, and much more. JIS Middle School recently welcomed the addition of a state-of-the-art building dedicated to STEM, including a large workshop, a robotics lab, a 3D printing suite, a laser cutter, and VEX and VR technologies.

The Pondok Indah Elementary (PIE) campus caters to Early Years learners and students in grades 1 through 5. The campus is home to a new Early Years Center (EYC), an ecologically designed building featuring 12 classrooms, two Maker Space workshops, a dance and movement studio, an art room, and a training kitchen, to name just a few interactive facilities.

Pattimura Elementary (PEL) sits on a historic campus located in a strategic area in Kebayoran Baru, South Jakarta. It caters to some 400 students from Early Years through Grade 5 whose holistic learning journeys are further supported by experienced teachers, a range of engaging, student-centered activities, as well as carefully selected facilities. The PEL campus will also be home to the JIS Learning Center. As an extension of Student Support Services, the JIS Learning Center provides additional support for students with moderate to significant learning needs and global developmental delays. The self-contained setting with personalized learning is targeted to meet various physical, behavioral, academic, and socio-emotional needs.



ABOUT JAKARTA

Jakarta is a true Southeast Asian city and one of the most diverse places in the world. Jakarta is at the heart of a nation that comprises over 300 ethnic groups with their own languages and cuisines across more than 17,000 tropical islands. There is no shortage of culture to explore, from gamelan (traditional orchestra) music to batik design and history. Jakarta is only a short way from the best diving areas in the world, biodiverse jungle treks, and opportunities to see animals, marine life, and birds that can't be found anywhere else.

Jakarta is also a popular hub to visit the rest of the region, with regular flights to Bali, Hong Kong, Singapore, Sydney, Tokyo, Bangkok, Kuala Lumpur, Seoul, and more. Jakarta is a gateway to exploration within the borders of Indonesia and outside of it. As a member of the JIS community, you will have access to advice and tips from fellow Dragons about how to best take advantage of this distinct city.

Application Instructions

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for Jakarta Intercultural School | High School Principal search. She will be assisted by members of the ISS Leadership Search Team. ([Application Deadline: September 19, 2022](#))

Interested candidates should apply through the EDUrecruit portal, where you will be prompted to submit the following confidential materials:

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (please do not include your photo)
- Three confidential, supervisory references requests to your EDUrecruit profile from the last seven years, including one from your current post

Instructions for Candidates New to ISS EDUrecruit

If you are a new candidate to ISS, here is the [link](#) to register for an account so you can apply to this search. **There is no fee to apply for this position.** Once you are logged in, please select the following link to apply for this position: [Jakarta Intercultural School | High School Principal](#)

Instructions for Candidates Already Registered with ISS EDUrecruit

If you already have an ISS EDUrecruit account, [here](#) is the login link. Once you are logged in, please select the following link to apply for this position: [Jakarta Intercultural School | High School Principal](#)

Applicants are asked to apply as early as possible, as International Schools Services (ISS) and Jakarta Intercultural School (JIS) reserve the right to close the selection process at any time.

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. One step in our ongoing journey toward more antiracist behavior and outcomes is the removal of photos from candidate profiles.

We request the resume and cover letter you upload to your candidate profile NOT include your photo.

Our considerations:

- International Schools Services (ISS) is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory references are not provided.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Hiring is contingent upon a successful background check.

