

Leadership Search



Deputy Head of School Jakarta Intercultural School *Jakarta, Indonesia*



Application Deadline: July 1, 2022
Start Date: July/August 2023

ISS is pleased to conduct this full search.
Learn more how ISS works with search committees around the globe to fill leadership positions.
www.iss.edu/services/administrative-recruitment

The Position

Overview

In collaboration with the Head of School, the Deputy Head of School is responsible for leading day-to-day operations and playing an integral role in the school's strategic direction, goal setting, and performance management. This position is responsible for strategic development, implementation, and operation and the enhancement of internal processes and infrastructure toward the achievement of the JIS Mission and Vision. The DHoS as a leader must have the experience, insight, and capacity to help the organization improve its effectiveness as it grows.

This position also provides leadership and coaching to Principals, Associate Principals, and other leadership positions in all areas. The Deputy Head of School is responsible for overseeing Student Support Services, professional development of all employees, the Human Resources Office, Special Projects, and the Indonesian Education Program Office. They will support the Head of School in managing day-to-day operational issues that require a high level of administrative engagement, ensuring that a senior-level administrator is readily available to work with parents, teachers, and the greater school community in pursuit of the school's mission, vision, and values.

Reports

The Deputy Head of School will report to the Head of School.

Duties & Responsibilities

- Assists the Head of School in implementing the school's educational policies within the framework of the regulations provided by the Board of Trustees.
- Assists the Head of School, Human Resources Manager, and divisional Principals in recruitment, orientation, performance management, development, and retention.
- Makes recommendations to the Head concerning school improvement processes, schoolwide assessment, school accreditation, teacher recruitment, evaluation, school development, curriculum, and instruction, and learning support.
- Along with the Director of Teaching, Learning and Curriculum, facilitates and leads schoolwide strategic planning, innovation, and collaboration.
- Manages and plans the implementation of the Deputy Head of School budget.
- Facilitates and develops positive and effective communication and relationships with various stakeholders.
- Committed to the implementation of learning dispositions of JIS across divisions; inclusive education and differentiated instruction.
- Supervises the continued development of JIS as a professional learning community with a common ethos and culture across the school.
- In conjunction with the Director of Teaching, Learning, and Curriculum, provides leadership for the Western Association of Schools and Colleges (WASC) and Council of International Schools (CIS) accreditations to ensure that the school continues to meet the requirements of

the associations and appropriate actions are taken each year to meet improvement requirements.

- Works with the Director of Communications to plan and implement the most effective communication systems for every constituent group and prospects.
- Ensures meaningful connections among the Communications office, Admissions, Student Support Services, co-curricular and academic teams of the school.
- Communicates systematically with the Head of School, Board of Managers, Divisional Principals, and Director of Teaching, Learning, and Curriculum about progress and challenges.
- Participates in Board of Trustees meetings and committees.
- Sets high standards for performance and supervises and evaluates to ensure that these areas and their leaders continue to operate and function efficiently and effectively and serve the needs of the school and the JIS community.
- Works collaboratively with parents to ensure strong and open means of communication throughout the community.
- Performs other related duties and assumes other responsibilities as assigned by the Head of School.

Skills, Experience, & Attributes Sought

- Extensive knowledge of and experience with early years through high school curricular programs, including the International Baccalaureate program, Advanced Placement Program, and inclusion.
- Demonstrated understanding of and experience with leadership practices in a complex school environment.
- Ability to motivate and inspire others.
- Ability to build teams, including school and community partnerships.
- Strong planning, organizational, and development skills.
- Experience in developing and achieving an organization's strategic plan and development initiatives.
- Demonstrated success in a multicultural environment, with overseas experience highly desirable.
- Proven track record in leading change and school improvement initiatives.
- Experience in staff supervision and evaluation, with demonstrable knowledge of supervisory and administrative theory and practice.
- Strong commitment to and proven record of fostering community involvement and support.
- A clear commitment to Child Protection, safety, service learning, and environmental stewardship.

Academic & Professional Qualifications

- M.A. or M.Ed. degree in Educational Administration
- Minimum five years of experience in a leadership role as a senior administrator in an educational institution.

Salary & Benefits

The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate.

Application instructions found on the final page of this announcement.

The School



Overview

History

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, the 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 its comprehensive inquiry-based curriculum, they also value their students' individual skills, talents and interests, nurturing them to be Best for the World.

Accreditation

JIS is accredited by the Council of International Schools (CIS) and the Western Association of Schools and Colleges (WASC). As a recognized Satuan Pendidikan Kerjasama (SPK) school, they work closely with the Ministry of Education and Culture to ensure compliance with all government regulations while connecting with Indonesia through education



Curriculum

JIS prepares students from Early Childhood to Grade 12 to thrive in a fast-paced globalized world with essential 21st-Century Skills.

The school emphasizes independent inquiry, critical thinking, problem-solving and collaborative learning in academic and co-curricular programs to foster passionate, inquisitive, and resilient lifelong learners. The JIS Curriculum aims to develop passionate, inquisitive, and creative learners who embody the schools seven values and develop their learning dispositions. The school teaches students how to learn in systematic, explicit ways, developing their competencies to be resourceful, manage their own cognitive processes, and relate with others. These principles put students at the center of teaching and learning, asserting that they should experience a curriculum that engages and challenges them, is forward-looking, and inclusive.

Technology

JIS became a One-to-One school in 2011, with students in Grades 6 and 9 each receiving a JIS-issued MacBook to support their learning. The school sees 1:1 as one crucial strategy in realizing their vision for learning with technology and in helping them promote contemporary learning with relevant tools. All grade 5 - 12 students in the JIS 1:1 laptop program are issued a MacBook Air, and faculty are issued a MacBook Pro. All grade 2 - 4 students in the JIS 1:1 iPad program are issued an iPad Air.

Arts, Athletics, & After School Activities



JIS encourages the creation, appreciation, and understanding of the Performing Arts. They seek to nurture a vibrant arts community across their campuses and divisions, foster artistic excellence, and provide a platform for powerful shared experiences that inspire a creative exchange of ideas in order to be Best for the World. Arts participation includes dance, music, theater, design and technology, and visual arts. JIS Athletics is committed to offering all members of the community opportunities to participate in a variety of physical activities and competitive sports that are guided by the JIS Core Values.

Faculty

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, JIS teachers represent 20 countries, including Australia, Canada, the United Kingdom and New Zealand. The school has created a culture of professional learning 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, JIS faculty and staff are part of what is uniquely JIS as they aspire to be life-defining mentors in students' academic, extracurricular and social development.

Administration

The JIS administration is made up of four building principals, each leading a different campus. The High School has two associate principals, one for curriculum and one for student life, and the other campuses have one associate principal.

Governance

As a legal entity in Indonesia, the Jakarta Intercultural School is recognized as a "yayasan" and is governed by regulations established for such foundations. The Articles of Association for the Foundation define the legal status and governance structure of JIS. The Strategic Governance Policies, as defined by the Board of Trustees, provide the framework and guiding principles which the Board determines are essential to ensure the long-term sustainability of the school.

DEIJ Commitments & Practices

JIS values and respects their diverse community of students, faculty, staff, administrators, and alumni. The school firmly believes that fair treatment, justice, and equality for all regardless of race, creed, religion, color, culture, national origin, age, sex, sexual orientation, gender identity or expression, physical ability or socioeconomic status is the most basic of rights.



Grade Level Overviews

Early Years

The JIS Early Childhood 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.



Elementary School

The JIS Elementary School curriculum provides programs which demonstrate the best international standards, practices, and results for student learning. The school places strong emphasis on language arts and mathematics. To ensure a balanced curriculum, JIS provides programs in science and technology, social studies, modern language, fine arts, and physical development.

Middle School

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



High School

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.

Campus

Facilities & Premises

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.

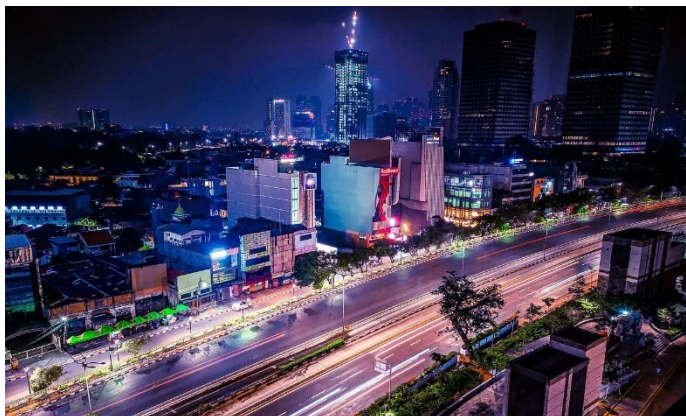
The Pondok Indah Elementary (PIE) campus caters to Early Years learners and students in grades 1 through 5. The campus is home to a new Early Years Center (EYC), an ecologically designed building featuring 12 classrooms, two Maker Space workshops, a dance and movement studio, an art room, and a training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

Location

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 cannot 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.



Fast Facts

Year Established	1951
Accreditation Agency	CIS-WASC
School type	Independent, Early Years – Grade 12
Language of Instruction	English
Total Enrollment	2000
Elementary School Enrollment	680
Middle School Enrollment	500
High School Enrollment	800
Student Nationalities	62
Percentage Home Country Nationals	
Percentage Annual Student Turnover	30%
Average Class Size	Early Years: 15 EY to Grade 2: 18 Grades 3 to 5: 20 Grades 6 to 12: 20
Student to Teacher Ratio	1:10
Number of Faculty	233
Faculty Nationalities	22
Percentage Annual Faculty Turnover	20%
Number of Board Trustees	13
Tuition (2021 - 2022)	IDR 316 million-495 million

Follow Jakarta Intercultural School to Learn More



Application Instructions

Effective Date: July/August 2023

Application Deadline: July 1, 2022

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for the Jakarta Intercultural School Deputy Head of School search. She will be assisted by members of the ISS Administrative Search Team.

In order for your application to be considered, the following items must be completed in the ISS EDUrecruit system via the link provided in this announcement:

- CV/Resume without a photo
- Letter of Interest
- Input contact information for three confidential references in the EDUrecruit profile

Instructions for Former Candidates

If you have a previous account with ISS-Schrole Advantage or the ISS Admin Search Team and have not yet logged into ISS EDUrecruit here is the [link](#) to get started! You will need to use the email address associated with your ISS-Schrole Advantage account or your ISS Administrative Search account to access your new ISS EDUrecruit account. You will be prompted to update your password and accept the Terms and Conditions.

Once you are logged in, please select the following link to apply to this position:

[Jakarta Intercultural School | Head of School](#)

Instructions for New Candidates

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 to this position:

[Jakarta Intercultural School | Head of School](#)

Instructions for ISS EDUrecruit Candidates

If you already have an ISS EDUrecruit account, [here](#) is the link to login.

Once you are logged in, please select the following link to apply to this position:

[Jakarta Intercultural School | Head of School](#)

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.

Please DO NOT include photos on the CV and/or cover letter uploaded to your candidate profile**

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 referees 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.

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

Be sure to use our new contact details if you require any assistance via this handy [form](#) – and remember, we are here to help you with any questions.

* If you are interested in a full candidate membership you can upgrade at any time for USD \$75

** ISS is committed to “Making a World of Difference” in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. You can read more about our commitments [here](#).