



JOB DESCRIPTION

This Job Description concerns the duties and tasks of - as Employee of The School in the position of Classroom Teacher.

Background:

The *Yayasan Pendidikan International Yogyakarta (YPIY)* was founded in 1989 as the legal basis for operating the Yogyakarta International School (YIS), since 2014 also known as the Yogyakarta Independent School. The YIS offers Pre-school, Kindergarten, Elementary School, Junior and Senior High School based on the accredited international curriculums of International Primary Curriculum (IPC), Cambridge (IGCSE) and International Baccalaureate (IB-MYP), using English as its main teaching language.

The present school campus has a limited size of 0.7 hectare. In January 2015 the Provincial Government of Yogyakarta offered the YIS a new site of 6.5 hectares to develop its new School Campus. In November 2015 the School expects to get full accreditation as an IB-MYP World School. With the prospect of a new School Campus and the imminent accreditation as an IB World School, the school is now ready to quadruple its size to 480 students over the next six years. The quality of education depends largely on the Team of Teachers, which is the reflected in this present Job Description.

Teaching Duties

The Employee will be responsible for teaching Students of Junior and Senior High School, Grades 7-12, in accordance with the standards and guidelines of the international curriculums adopted by YIS, in the subject of English Language and Literature and other subjects within her competence. Pertaining duties include, among others:

- prepare for each subject a Teaching Plan for the entire School Year and for each Term;
- specify required teaching resources, such as school books, furniture and equipment, that need to be ordered by The School;
- deliver lessons for each subject based on the Teaching Plans, including lectures, tests and homework (as stated in the YIS Students and Parents Handbook), and keep complete printed and digital records;
- prepare Progress Reports in IB and Cambridge format one week before the end of each Term for every student, and conduct Parents-Teacher Conferences.

Homeroom Duties

The Employee will be responsible as Homeroom Teacher for coaching the Students of Grade 9 with the objective of satisfactory study results in their internal progress reports, external tests and exams. Pertaining duties include, among others:

- advise students in the composition of their Individual Study Packages as a basis for their Cambridge IGCSE and ICE and A-level and AICE exams, and for the IB-MYP eAssessment and the prospect of IB-DP;
- coordinate the planning, integration and delivery of lessons and homework among the concerned Teachers and Assistant-Teachers;
- propose measures to address identified problems, bottlenecks or special needs of students (including ESL, learning deficiencies, behavior problems, physical handicaps).

ESL Duties

Coordinate the ESL department of the school (together estimated 10 hours per week). Pertaining duties include, among others:

- coordinate the ESL department of the school, including assessment of the level of English of students who want to enroll in the YIS, advise on measures to improve the level of English fluency needed, contribute to the mobilization of other teachers in the school to assist students during and after school in ESL, and directly engage in ESL teaching.

Curriculum Coordination Duties

The Employee will be responsible for exploring options to obtain IB-PYP Candidate status and ultimately full accreditation as an IB-PYP World School (together estimated at 3 hours per week). The pertaining duties include:

- advise the Principal and the Executive Board about the education principles, teaching standards and learning criteria of the IB-PYP Curriculum;
- assist the School in liaisons with the IB Organization, and with other IB-PYP Schools in Indonesia and abroad;
- inform Colleague Teachers and Assistant-Teachers, Primary School Students and their Parents about the main features of the IB-PYP Curriculum;
- identify relevant teacher training and development opportunities offered by IB and other organizations;
- coordinate overlaps and gaps between the IPC Curriculum and the IB-PYP Curriculum used in The School.

Other Duties

The Classroom Teacher shall be ready to substitute for other Teachers and assist in other school-related tasks, if and when required, based on instructions of the Principal, both during regular school hours, lunch breaks, extra-curricular or after-school activities, and special events. Pertaining duties include:

- attend internal coordination meetings and in-house workshops organized by the school;
- assist in organizing and supervising extra-curricular and after-school activities, including homework classes, sport competitions and training, art exhibitions and workshops, drama and music performances, expeditions, excursions and exchange programs;
- keep conducive external relations with other schools and relevant professional organizations in view of exchange and cooperation programs, guest lecturers, sharing facilities;
- remain vigilant and proactive about safety and security risks in the school, and report incidents without delay to the Principal and/or Security Staff (such as sport accidents, trespassing, food safety, hygiene, physical abuse, bullying).

Procedures

In the performance of his/her duties and tasks the Employee shall adhere to the established procedures of the School. Prior written permission is required from the Principal for:

- requesting price quotations, procurement of goods and services, payments and financial transactions involving third parties on behalf of The School.
- charging any fees or fines in the classroom, or requiring any purchases by parents or students.
- using school stationery, letterhead, name or logo for any professional contact with persons or organizations outside the school concerning school business, and making any public announcement to the school community, or the general public.
- communicating with parents through letters, email or any electronic communication media on matters related to the School.
- taking or sending students out of the school campus for activities other than those foreseen in the regular program.