



## VACANCY

Sekolah Cita Buana located in South Jakarta is seeking qualified and experienced educators for the following positions:

1. Head of Department for Special Education
  - **Experience working for Special Education Program**, at least 5 (five) years, especially in managerial level
  - **Team player, independent, having vision**
  - **Knowledge about learners in the cultural context** (stages of development, socio-cultural background), learning theories, teaching and learning strategies appropriate to stage of development of children
  - **Ability to develop, use, interpret, review and evaluation: plans, programs, diagnostic and assessment tasks**
  - High level of **interpersonal skills** for developing and sustaining resilient relationships with students, peers, staff, parents and others
  - High level of **personal organization** and demonstrated ability to **manage complexity** in planning and implementation, multiple in-puts and responsibilities
  - Commitment to **professional development** / lifelong learning
  - **Ethical and legal behaviour** – impeccable record of integrity regarding health, duty of care and welfare of students, demonstrated ability to perform all aspects of the position lawfully and honestly to the benefit of the students and the School/organization
  - **Health** – able to demonstrate physical and psychological capacities to undertake all responsibilities relating to the position
2. Special Education Teacher
  - Experienced in working with students' with individual needs, abilities, strengths and weaknesses
  - Ability to write formalized documents such as reports and portfolios
  - Have an understanding and display a sound level of knowledge when planning documents to suit students' needs including; IEP (Individual Education Plan), individualized lessons and homework
  - To display positive attributes and attitudes to working as a team

General Qualifications:

1. Must have a Bachelor of Psychology and/or Special Education Degree, Teaching Degree/certificate
2. Having self-confidence and strong interpersonal skills to work/interact with multicultural environment/parents
3. Computer literate

Please send your application letter, CV and a current photograph to:

**hrd@citabuana-jkt.sch.id**