

## SPK School Coordinator

The SPK Coordinator is responsible for managing and coordinating all aspects related to the school's Satuan Pendidikan Kerjasama (SPK) status, ensuring compliance with applicable regulations, and leading and managing the school accreditation process to maintain and improve the quality of education.

### Responsibilities:

- **SPK Management and Compliance:**
  - Understand and ensure implementation of all SPK-related regulations and policies established by the government.
  - Serve as the primary liaison between the school and SPK-related parties (Ministry of Education, Culture, Research and Technology, Education Department, and others).
  - Manage official SPK school documents, including permits and periodic reports.
  - Ensure all school activities and operations align with SPK requirements.
- **School Accreditation Coordination:**
  - Lead and manage all stages of the school accreditation process (from socialization, pre-visit, visit, and post-visit).
  - Form and coordinate the school accreditation team.
  - Prepare and compile documents required for accreditation.
  - Ensure understanding and implementation of accreditation standards across all school units.
  - Follow up on accreditation results for school improvement and development.
- **Collaboration and Communication:**
  - Collaborate with various internal school parties (Principal, department heads, teachers, staff) and external parties (supervisors, education department, and other related institutions).
  - Communicate effectively with parents regarding information related to SPK school programs.
  - Build good relationships with relevant external parties (such as school supervisors and accreditation assessors).
- **Quality Development:**
  - Monitor and evaluate implementation of school programs related to SPK standards and accreditation.
  - Identify areas requiring quality improvement and propose solutions.
  - Support professional development efforts for teachers and staff regarding understanding of SPK and accreditation standards.
- **Other Duties:**
  - Perform other tasks assigned by school management in accordance with school needs and development.

### Qualifications:

- Minimum bachelor's degree (S1) or higher in education or educational management.
- Minimum 5 years of experience in school management or educational leadership positions.
- Deep understanding of SPK regulations and policies in Indonesia.
- Experience in school accreditation processes.
- Excellent communication, coordination, and leadership skills.
- Analytical and problem-solving abilities.
- Proficient in information technology use for documentation and reporting.
- Good English proficiency.

### Application Selection:

To submit your application, please send by email a cover letter and curriculum vitae to address: [rh@frenchschooljakarta.com](mailto:rh@frenchschooljakarta.com), before June 22, 2025.