

## Job Description

### Administrative Assistant

#### Our Mission:

*To inspire and challenge every learner to reach their full potential and become curious, independent, and compassionate citizens of the world.*

#### Our Core Values:

- **Commitment to Excellence** - We tackle challenges willingly and persevere in order to succeed.
- **Compassion and Integrity** - We care for, respect, and value one another
- **Strength in Diversity** - We embrace our differences, enrich our community, and make meaningful connections, ensuring our global mindedness.
- **Innovative Spirit** - We are creative and curious learners, empowered to adapt to a rapidly changing world.
- **Lasting Impact** - We contribute to a sustainable future by taking care of our planet and leaving our environment better than we found it.

#### Our Definition of Learning:

Learning is a journey of authentic discovery to develop understanding, skills, and character. This includes four principles:

- Learning is **Iterative** - We learn through our mistakes, providing us opportunities to be creative and find solutions.
- Learning is **Exciting** - We learn when we are inspired, challenged, and active.
- Learning is **Meaningful** - We learn and grow when we apply our knowledge, skills, and understandings to real-world situations.
- Learning is **Social** - We learn through sharing, interacting, and collaborating

**Reports to:** Divisional Principal

**Collaborates closely with:** Principal, Teachers, Parents, Managers from other departments, etc.

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#### **Administrative Assistant at ISP**

The divisional administrative assistant provides administrative support to administrators, teachers, staff, students and parents in order to ensure the efficient operation of the divisions' school program.

#### **1. Student Records and Attendance** (tasks may include):

- Input and update student attendance records daily.
- Provide assistance and support with late arrivals, early dismissals, and regular student dismissal (PikMyKid).
- Support processes related to Lost and Found.

#### **2. Clerical and Administrative Support** (tasks may include):

- Provide clerical assistance for official letters (e.g., Field trips, CAS, etc.).
- Provide assistance with translations (e.g., official letters, college recommendation letters, memos to teachers, weekly newsletters to parents, etc.).
- Ensure all administrative procedures and policies are followed for collaboration with Operations departments (finance, human resources, security, transportation, maintenance, etc.).
- Ensure that all emails, calls, and messages are properly received and forwarded as needed.
- Purchase general and office supplies for the division, ensuring proper inventory and distribution.
- Maintain divisional Policies and Procedures Handbook.
- Provide assistance with Emergency Procedures.

#### **3. Event and Logistics Coordination** (tasks may include):

- Arrange logistics and details for major events (e.g., yearbook photos, student-learning conferences, graduation, promotions, Back to School Day, New Student Orientation, award ceremonies, field trips, monthly birthday celebrations, IB DP exams, etc.).
- Coordinate logistical support for all divisional activities with maintenance, technology department, teachers, students, etc.
- Support the implementation of Yondr pouches.
- Support Counselors for university visitors.

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- Proctor IB Diploma Program Mock Exams and May exams.
- Manage recess sports equipment.
- Support the management of the Professional Learning program with the Innovation Coordinator.

#### **4. Secretarial and Communication Support** (tasks may include):

- Provide secretarial services to Principals, Assistant Principals, and Counselors, including:
  - Communication about upcoming events and other announcements.
  - Making photocopies or scanning documents.
  - Maintaining and scheduling meetings.
  - Providing secretarial assistance to college and career counselors for the college/university admissions process (IB/Counseling Administrative Assistant only).

#### **5. Substitute Teacher Coordination** (tasks may include):

- Coordinate schedules and assignments for substitute teachers (including coverage for recess, lunch, and break duties).
- Provide substitute teachers with assignments, schedules, and classroom information.
- Reschedule teachers to provide class coverage if needed.
- Collaborate with Finance for payments of substitute teachers or Learning Assistants.

#### **6. Professional Development and Budgeting Support** (tasks may include):

- Support Principals, Assistant Principals, Counselors, and divisional leaders with professional development requests, budget requests, and other purchasing requests requiring collaboration with the Finance Department.

#### **7. Other Duties** (tasks may include):

- Support the creation of content for SEQTA portals.
- Collaborate with the IB DP Coordinator.
- Replace or assist other assistant positions during breaks, absences, or as requested.
- Any other duties as assigned.

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#### **What you bring**

1. **Professionalism and Growth:** A high degree of professionalism and a commitment to ongoing personal and professional development.
2. **Collaboration and Flexibility:** A collaborative spirit, adaptability, and a willingness to embrace the unique challenges of an international school environment.
3. **Detail-Oriented and Organized:** Strong organizational, time management, and problem-solving skills, with meticulous attention to detail.
4. **Communication and Interpersonal Skills:** Excellent communication and interpersonal skills, with the ability to build positive relationships with all members of the school community.
5. **Initiative and Cultural Competence:** The ability to work independently, take initiative, and demonstrate intercultural competence and sensitivity.
6. **Values Alignment:** A demonstrated commitment to the school's mission, core values, and definition of learning.

#### **Additional details:**

The administrative assistant supports academic divisions but is officially a member of the Operations team and follows the Operations calendar and Operations vacation schedule. The contract hours for administrative assistants is 7:30 am – 4:00 pm unless otherwise agreed upon with the direct supervisor.

#### **Qualifications:**

- High school diploma. Bachelor degree preferred.
- At least two years of professional experience in an office or school setting.
- High level of English proficiency

**Date: October 2024**