

SECONDARY SCHOOL IB ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

Division: Secondary School

Category: Local Hire

Start Date: Immediately

Contract Length: One year, renews thereafter

CREATIVE COURAGEOUS COMPASSIONATE

VISION: We aspire to be a creative, courageous and compassionate learning community dedicated to a better world for all.

MISSION: AISB engages learners with a rigorous and balanced international education that inspires students to get the best from themselves and others and to be ethical and open-minded in their thinking about our world.

INCLUSION STATEMENT: AISB is committed and continues to strengthen our practices in creating a safe, inclusive and equitable school community where everyone feels a sense of belonging.

ESSENTIAL QUALIFICATIONS & SKILLS

- High School Diploma or higher;
- Fluency in written and spoken Romanian and English;
- Demonstrated expertise in using informational technologies;
- Knowledge of modern office practices and procedures, including filing systems, communication, letter and report writing, as well as operation of needed technology;
- Outstanding interpersonal skills, as well as outstanding communication skills;
- Proactive, independent, collaborative, and comfortable in execution;
- Demonstrated experience and comfort level with adolescents in instructional settings;
- Helps maintain a positive and caring working atmosphere.

KEY ATTRIBUTES

- Fosters a sense of belonging and pride in AISB among students, parents, faculty, and colleagues;
- Maintains an open attitude toward new ideas;
- Able to work collaboratively with multiple groups of people, including teachers, students, parents and the administration;
- Comfortable and confident working with informational technologies and manipulating large volumes of data;
- Able to work in a high-stress environment;
- Excellent organizational skills;
- Excellent interpersonal skills;
- Willing and able to work collaboratively;
- Possesses a positive attitude.

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ESSENTIAL RESPONSIBILITIES

- Assist the secondary office by populating calendars and scheduling responsibilities for members of the team;
- Organize periodically meetings with various teachers/ Learning Leaders as per the Secondary Vice-Principal/ MYP Coordinator/IB DP Coordinator's request;
- Under the MYP Coordinator's guidance, provide administrative assistance with the logistics of end of the year exams (grade 10);
- Under the DP IB Coordinator's guidance, provide administrative assistance with the logistics of semester exams, MOCK Exams and IB Exams (grades 11 and 12);
- Managing the IB exams process and relation with the IB Organization according to the requirements and rigor of AISB certification
- Organize class visits for the Secondary Vice-Principal/ MYP Coordinator/IB DP Coordinator's request;
- Complete Examination registration IB Diploma students;
- Organizing and filing electronic IB student work from year to year;
- Organize and distribute predicted grades;
- Coordinate all the IB exams courier in due time;
- Coordinate the IB Diplomas scanning, filling and distribution;
- Create and send amount owing for each family regarding IB examination fees to the Finance Department;
- Assist the CARE Team by generating cumulative student report files;
- Assist the principal with the schedule building process by verifying data integrity of different builds;
- Coordinate the fall MAP assessment.

