

## Elementary Administrative Assistant Job Description



Cor Classification: Secretar Scoala - 235909  
School Division: Elementary Principal  
Reports to / Supervised by: Elementary School Principal

### Summary of the job:

The position of Elementary School Administrative Assistant is integral in the daily functioning and success of the school. This position is demanding and requires the candidate to work with all school community members in diverse ways, focusing on supporting students, teachers, and the administration in the school's daily operations.

For this role the successful candidate would have/be:

- Bachelor's Degree in a related field. Qualifications in Human Relations or Management is preferred
- Fluency in English and Romanian (oral and written); ability to speak in a third language of international use is an advantage
- Prior work experience in a similar or related role for at least 2 years
- Professional experience in an international, multicultural environment is considered an advantage
- Experience and expertise in using cloud-based productivity and collaboration tools, such as Google Workspace (Docs, Sheets, Slides, Forms, etc), and school management software
- Knowledge of modern office practices and procedures
- Excellent organizational and interpersonal skills as well as multitasking abilities
- Ability to work collaboratively with varied groups of people
- High level of professional and personal integrity
- Approachable, calm, efficient and a strong sense of initiative

Duties of this position:

- Assist with all logistics related to the smooth running of the Elementary program
- Facilitate communications within the Elementary program (reception, email, phone calls, newsletters, weekly notices, etc)
- Provide secretarial assistance to the Principal and Vice-Principal
- Assist in the management of the calendars of the ES leadership team, including scheduling of appointments, interviews, etc
- Facilitate communication with the internal and external community in regards to Elementary events. Including drafting, editing, formatting and publishing of materials. This also includes using technology to quickly personalize community communications (i.e. use of mail merges)
- Proactively monitoring upcoming events and supporting the needed preparation.
- Create forms to collect data and prepare this data to ensure easy processing.
- Organize school newsletters, weekly bulletins and agendas
- Greet and orient visitors and answer questions
- Maintain clear records of student and faculty attendance (daily and monthly reports)

- Monitor student late arrivals and early departures of students, adjust the school records accordingly.
- Ensure student dismissal information is current
- Facilitate the scheduling and logistics of school based events (i.e. parent-teacher conferences, Back to School events, new student orientation, parent sessions, faculty workshops, etc.)
- Assist the Elementary Leadership team with all logistics related to recruitment and/or school events
- Assist with work-related travel plans for the leadership team members and/or potential incoming teachers
- Facilitate transition process for new and departing families, including the preparation of materials (i.e. report cards, attendance certificates, etc.)
- Maintain all records and procedures related to safety and security current
- Maintain all student records current
- Assist with the ordering of educational materials and maintain resourcing in various areas
- Oversee the coordination of the substitutes (teachers or assistants) - this includes receiving calls, coordinating schedules and completing all related HR documentation
- Support logistics related to student field trips
- Liaise with drivers, maintenance team, cleaning staff, and cafeteria as needed
- Maintain appropriate certifications and training as required (CPR, basic first aid, GDPR, child protection, cyber safety, etc)
- Prepare and maintain teacher folders for emergency situations
- Assist with the publication of class lists or any other needed materials
- Maintain and update accurate student lists for a variety of purposes (language classes, leaving students, etc)
- Prepare purchase orders and process reimbursements requests

The School Director may assign additional Duties within the Employee’s areas of expertise and qualifications, which is in furtherance of AISB’s Mission.

Term of the employment and contract:

The initial appointment will be for a one-year period to be renewed annually after that.

Unlimited Term

-Or-

Limited Definite Term (Up To Three Years)

The Employee’s Performance Evaluation will be conducted annually by the above Supervisor.

Employee’s Signature: \_\_\_\_\_

School Director’s Signature: \_\_\_\_\_