



**The American International School of Bucharest, Romania
Seeks a Secondary School MYP/DP IB Coordinator/ Vice-Principal Administrative Assistant
Commencing as soon possible**

The position of Secondary School IB 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 members of the school community in diverse ways, with a prime focus of supporting students, teachers and the administration in the daily operations of the school. Responsibilities range from managing files and records, to being the point of first contact for parents, to managing all IB related processes and requirements.

Main Duties:

- Support SS Councilors in their day to day activities: this includes coordinating specific projects, running the councilor calendars, operating on the specific students software and acting as a liaison person between AISB and parents, Universities, or other relevant institutions
- Managing the IB exams process and relation with the IB Organization according to the requirements and rigor of AISB certification
- Coordinating and managing the administrative process for different testing performed by AISB students according to the academic curriculum (SAT, PSAT, S 1 and 2 HS Exams, ISA Testing, Placement Testing for exiting students)
- Contributing to the organization of the Grade 12 Graduation ceremony

For this role the successful candidate would have:

- High School or higher;
- Fluency in English and Romanian (oral and written); ability to speak in a 3rd Language of international use is an advantage
- Prior work experience in a similar Role for at least 2 years; professional experience in an international, multicultural environment is considered an advantage
- Technology and digital media literacy
- Excellent organizational skills and multitasking abilities
- Excellent interpersonal and communication skills
- Ability to work collaboratively with varied groups of people
- Demonstrated high level of professional and personal integrity

TERMS OF EMPLOYMENT & CONTRACT

- Administrative Assistant Salary Scale
- Full time assignment (8 hours a day) 7:30am – 16:00pm
- Labor contract 1 year determined duration

APPLICATION

All applicants should submit a letter of application addressed to the Secondary School Principal, Mr. Jonathan Cain, a current résumé, on the email jcain@goaisb.ro.

The school reserves the right to appoint an applicant at any stage if a highly qualified person applies.



The School

AISB was founded in 1962 by the US Embassy to serve the educational needs of the American and international expatriate community. As the school has grown, many local Romanian families have become part of the school community together with expatriate families from government, business, and social welfare organizations. AISB is governed by a Board of Trustees, most of whom are parents or have been parents of the school. We are known for our impressive facility, great student results, supportive parents, motivated students and professional faculty. AISB maintains a comprehensive website, containing numerous documents and reports, which potential applicants will find useful at <http://www.aisb.ro/>.

Campus and Facilities

Our campus covers ten hectares (about 27 acres), and offers state of the art facilities to our students, including a performing arts theater/auditorium, library & media center, three computer labs, cafeteria, gymnasiums and extensive sports facilities. The campus is located in the Baneasa forest area, approximately 10 km from the center of Bucharest and 13 km from the Henri Coanda International Airport.

Curriculum and Accreditation

AISB is accredited by the *New England Association of Schools and Colleges (NEASC)* and the *Council of International Schools (CIS)* for grades EC2-12, and is authorized by the *International Baccalaureate (IB)* organization to offer the IB Primary Years, Middle Years and Diploma Programmes. AISB is a member of *Central and Eastern European Schools Association (CEESA)*, based in Warsaw, Poland; *College Board*, the *Educational Records Bureau (ERB)*; and *Council of Support and Advancement of Education (CASE)*. AISB is affiliated with and receives grant support from the U.S. Department of State's Office of Overseas Schools (A/SO), Washington, D.C. AISB is also recognized by the Romanian Ministry of Education.

Faculty

AISB is committed to high standards of achievement, as exemplified by a highly qualified faculty who have continuous access to current instructional materials and teaching strategies. AISB faculty and staff come from a multitude of countries including USA, Canada, New Zealand, Australia, UK, France, Spain, Romania and Ireland; the school actively supports and encourages the professional growth of its faculty and staff. Teachers enjoy an excellent benefits package and savings potential. Bucharest is a safe and interesting place to live with a fascinating history and cultural heritage. Most faculty tend to stay for multiple contracts.

The Student Body

AISB has a richly diversified population of approximately 830 students, with 56 nationalities attending the school from Early Childhood 2 through Grade 12. Romanians comprise approximately 30% of the student population, North Americans 16%, Israelis 11%, Germans and Koreans 6% each, British 4% and the remainder from Europe, Asia, Africa, Middle East, Australia, and South and Central America. The average class size is twenty students.

Active Parental Support

The AISB community enjoys the support of a very enthusiastic and hands-on Parent and Teacher Organization that supports the education of AISB students by fostering relationships among the school, parents, and teachers, activities and communication between different parts of our community. The PTO organizes and participates in numerous events during the year, such as the Harvest Festival, Festival of Lights, International Festival, Auction Gala, and Terry Fox Run, among others, as well as creating links between the parent community and the school.

The School Board of Trustees

The Board of Trustees is the governing body of the school. It exists to ensure that our students receive the best education, that our teachers have all the resources to teach and benefit from a constructive working environment, and that the school budget is well funded to support our Mission, Vision and Values. The AISB Board of Trustees has ten voting members. The Chair is appointed by the American Ambassador from among the senior officers of the US Embassy. The Board generally meets once a month to oversee and ensure school governance, school policy and to set strategic direction.