



**The American International School of Bucharest, Romania  
Seeks a Secondary School Receptionist/Attendance Officer  
Commencing July 1, 2019**

The Secondary School Receptionist/Attendance Officer 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 the administration, teachers and students, in the daily operations of the school.

**Main Duties:**

- Secondary School Reception;
- Providing support for faculty & staff, students & parents, local & international community;
- Answer and direct phone calls and e-mails;
- Greet and orient visitors and answer questions;
- Manage information for students, teachers and administration, including bulletins, e-mails, Secondary School Weekly Newsletter;
- Manage Secondary School attendance and reports;
- Assist with Secondary School logistics.

For this role the successful candidate would have:

- High School Diploma or higher;
- Fluency in English and Romanian (oral and written); ability to speak in a 3rd Language of international use is 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
- First contract offered is a determined 1 year period

**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](mailto:jcain@goaisb.ro).



## 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 1000 students, with 64 nationalities attending the school from Early Childhood 2 through Grade 12. Romanians comprise approximately 30% of the student population, North Americans 16%, Turkish 6%, Israelis 6%, Chinese 6% and the remainder from Europe, Asia, Africa, Middle East, Australia, and South and Central America. The average class size is twenty students.