

Policies and Procedures

Section Five - Personnel

Policy 550.513 - Job Description Executive Assistant to Director

INTRODUCTION

An Executive Assistant is responsible for providing efficient, reliable, and professional support to the Head of School. Possessing advanced organizational and interpersonal skills, the Executive Assistant will take the initiative to assist the Head of School in a broad array of daily tasks. Focus will be directed at maintaining the flow of information, routines, and procedures in the day-to-day operation of the school.

QUALIFICATIONS / SKILLS:

- Diploma in Secretarial Studies.
- Bilingual, with advanced English & Arabic communication skills.
- Advanced computer literacy, especially in MS Office and emailing applications.
- Skilled typist in both Arabic and English (40 WPM)
- 3 years of experience in a similar position, preferably in an international school.
- Excellent interpersonal skills.
- Ability to multi-task while keeping a positive attitude.
- Proven ability to work independently and accurately.
- Ability to deal with sensitive situations with diplomacy and composure.
- Proven ability to contribute positively to a team environment.
- Ability to match job performance with the overall goals of the school. (mission, vision & values)

DIRECTOR'S PERSONAL ASSISTANT

- Answer telephone, provide information/assistance, schedule appointments, greet visitors
- Handle assigned business and sensitive correspondence of the Director
- Update Director's recruitment binders
- Prepare recruitment folders, roll-ups, materials, and documents needed for recruitment fairs.
- Compose and type routine correspondence.
- Manage appointment calendar

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate professional competence:

- a. Assist and support the Director in clerical, administrative, and organizational matters – including verbal and written translation.
- b. Schedule & coordinate meetings and appointments for parents, staff, HOD, and Principals. Make all meeting arrangements and help prepare for meetings.
- c. Take minutes of meetings when required.
- d. Screen incoming calls for the Director.
- e. Review mail & faxes for the Director.
- f. Coordinate travel arrangements for the Director.
- g. Send and receive correspondence as requested.
- h. Produce documents, memos, and reports as requested.
- i. Perform secretarial tasks as needed:
 - a. Laminating, photocopying, printing
 - b. Document collating & filing, proofreading
- j. Fulfill specified role in schoolwide Emergency Procedures.
- k. Seek to find ways to improve upon existing administrative policies and procedures. Provide feedback to the Director, or designate, as needed.
- l. Contribute to Office admin tasks as needs arise.
- m. Liaise with other departments as necessary. (ex. Purchasing, Finance, Maintenance)
- n. Assist with school functions, socials, and events.
- o. Act as a liaison for the Director with the school community.
- p. Assist the Principal, HOD, parents, teachers, and students with inquiries/problems.
- q. Provide the school community with accurate information about school procedures.
- r. Alert Director to arising issues, complaints, etc.
- s. Perform other duties as requested by the Director.
- t. Keep an up-to-date annual organizational chart of faculty and staff
- u. Book hotel reservations for school guests

2. Communicate effectively:

- a. Speak clearly, honestly, and respectfully.
- b. Listen with intent to understand what people are trying to say.
- c. Exercise courtesy and tact when dealing with people and situations.

3. Demonstrate stewardship:

- a. Use all school resources wisely.
- b. Keep assigned office space clean, neat, and tidy.
- c. Report to the necessary department any/all that needs specific action to make the school look presentable.

4. Demonstrate organizational skills:
 - a. Establish well-defined routines and procedures for completing daily, weekly, and monthly tasks.
 - b. Set priorities, multi-task, and meet deadlines.

5. Build community within and outside the school:
 - a. Support administrators, teachers, and support staff.
 - b. Adhere to school policies and guidelines.
 - c. Provide a positive office atmosphere where staff/students/parents can feel
 - d. Model and encourage cultural awareness and understanding.
 - e. Maintain confidentiality of information.

6. Overseas hire faculty personnel responsibilities
 - a. Prepare and send Initial employment offers and Employment contracts to new hires.
 - b. Mail newly hired teachers information on a regular basis after hired; answer questions and help with problems as needed
 - c. Make sure all required documents are received for new teachers and give required documentation to HR head office to apply for a work visa/entry visa to Qatar.
 - d. In early August give the flight arrival chart to Administrators.
 - e. Check a couple of days before the new faculty's arrival that the accommodation is in good condition.
 - f. Keep an up-to-date listing of the faculty & staff database

7. Others
 - a. Perform other duties as assigned by the immediate supervisor.

REPORTS TO:

Head of School or designate

EVALUATION OF PERFORMANCE:

Annually, in accordance with the VIS Evaluation Policy.

Approval Date: November 9, 2022