

THE WALWORTH BARBOUR AMERICAN INTERNATIONAL SCHOOL IN ISRAEL

JOB DESCRIPTION - Administrative Assistant for the Elementary School

The School shall employ an individual who shall be the ADMINISTRATIVE ASSISTANT for the Elementary School. His/her term of appointment and salary shall be determined by the school administration as outlined in the salary scale and working conditions as determined by the Board of Education. The Elementary School Administrative Assistant is employed to assist the Elementary School Principal in secretarial duties, assist Elementary School teaching staff and visitors, and to maintain the Elementary School office and public spaces as a welcome and efficient reception area, as well as maintain a supportive and collegial atmosphere with all other AIS faculty and staff.

JOB OBJECTIVE:

To provide administrative and clerical support to the Elementary School administration in keeping with the school's mission and philosophy.

QUALIFICATIONS:

- Appropriate Degree or equivalent experience (Bachelor's Degree)
- Fluency in English and Hebrew (mandatory)
- Appropriate experience as secretary
- Fully operational experience with the Google Platform
- Fully operational experience with creating charts, graphs, tables, and other graphic organizers based on sets of data

REPORTS TO:

Elementary School Principal

He/she will work closely with the Elementary School Principal and act under his/her direction. The Elementary School Administrative Assistant may delegate authority and responsibility to others at his/her discretion but in every instance, he/she is responsible for the responsibilities listed below.

HOURS: Daily from 7:30 – 4:00 Monday through Thursday, Friday from 7:30 – 3:00.

OFFICE LOCATION: In the Elementary School office area assisting all parties as needed.

**RESPONSIBILITIES: The Elementary School Administrative Assistant
Shall:**

Greet all Elementary School parents and visitors to the school and respond to any questions that may arise, hand out all registration materials (when appropriate) and explain the process of registering a child along with general assistance with the enrollment procedure (coordinating counselor appointments with other schools when appropriate).

Answer telephone calls as needed and maintain the files for Elementary School Principal.

Maintain all Elementary School students' cumulative folders with their grades, as well as processing incoming and outgoing student records.

Inputting data into the Powerschool student database. This includes new students and updating returning students and any changes for all students throughout the year. Other Powerschool data to be kept up to date includes daily attendance, class lists, and student rosters. Producing all types of forms and mailing labels from the database is also a daily, weekly, or monthly task and expectation.

Coordinate student registration process including correspondence with prospective parents, assistance with paperwork, and monitoring of class enrollment figures.

Schedule appointments for Elementary School Principal and other personnel when needed.

Type correspondence for Elementary School Principal and Elementary School Guidance Counselor as required or requested in English and Hebrew as needed.

Maintain teacher emergency substitute folders for Elementary School faculty.

Identify and call substitutes for Elementary School faculty and specialist teachers when they call for a sick day or personal day. This may entail calling from home in the morning or evening. Collate and send all lesson plans to substitute teachers as needed.

Respond to the needs of Elementary School faculty (mailing letters, passing calls, translation, finding phone numbers, assisting with field trips, and other logistic support for Elementary school activities, and any other request of the Elementary School Principal)

Maintaining the elementary calendar of events.

Respond to the needs of Elementary School students (calling parents for authorization, stamp notes, etc.)

Send out transcripts of Elementary School students leaving WBAIS.

Serve as an interpreter and translator (in Hebrew) for teachers, upon request, while meeting with families who do not comprehend or express themselves in the English language.

Maintain files for correspondence and other information relating to the school.

Facilitate and coordinate computer report card distribution and arrange for parent conference schedule as needed.

Ordering office supplies and maintain a sufficient supply of office materials for current use.

Type relevant Elementary School materials needed for Board meetings and committee meetings as assigned by the Elementary School Principal.

Work with the transportation coordinator for daily bus passes.

Create and manage digital signage for the Elementary

Communicating, arranging and completing all required paperwork for field trips.

Maintain confidentiality.

AND

All other duties as required by the Elementary School Principal which are consistent with this position.