



<b>Title</b>	Administrative Assistant	<b>Category</b> (cf Policy 5.101)	Support Staff
<b>Reports to:</b>	Director of Teaching and Learning	<b>Department:</b>	Teaching and Learning
<b>Job Holder</b>		<b>Start date:</b>	1 August 2019

## **IST Foundational Documents**

### **IST Mission**

Challenging, inspiring and supporting all our students to fulfil their potential and improve the world

### **IST Vision**

IST will be a global leader a global leader in the education of internationally-mobile young people.

All students, regardless of their starting point, will think critically, achieve academically and develop the wisdom to make good choices. They will show curiosity and creativity in addressing authentic problems, local and global.

They will pursue their varied passions with enthusiasm, developing resilience, perseverance, and confidence. Understanding the diversity of people and cultures, they will act kindly, fairly, and responsibly.

All members of the IST community will work together to fulfil this vision.

### **Statement of Values**

All members of the IST community are:

- (a) Responsible - We act responsibly, positively and constructively towards ourselves and other people. We learn from our mistakes and accept the consequences of our actions.
- (b) Inquiring - We show curiosity, perseverance and open-mindedness in seeking to understand and solve problems. We persevere in the face of difficulties and we embrace the learning that comes through failure as well as the joy of success.
- (c) Compassionate - We empathise with others and act with care, kindness and courage. In our interactions, we behave with patience, generosity and integrity.
- (d) Balanced - We believe in a broad education for our students, seeing the value of participation in a varied curriculum.
- (e) Diverse - We treasure the diversity within the IST community, using the rich opportunities for deeper understanding that come from our differences.

### **IST Strategic Plan**

Our Strategic Plan is in place to help our community align efforts to better reach our school's mission, vision and values. This plan is focused on three aims.

#### **1. Personalized Learning:**

- (a) Ensure alignment between the written, taught and assessed curriculum
- (b) Implement a strong, multi-tiered system of support to students, consistent with IST's common understanding of inclusion
- (c) Improve our ability to offer a balanced program with opportunities for excellence in academics, the arts and athletics
- (d) Provide exemplary transition programs between campuses and other institutions of learning



- (e) Ensure reporting models support effective partnerships with parents and their child's learning
- (f) Develop a strong internal professional learning community to embed successful professional learning experiences
- (g) Ensure IST students' appropriate use of technology supports their learning

## 2. **Engaged Community:**

- (a) Improve IST's local, global and international reputation
- (b) Provide opportunities for IST students and faculty to connect with local and global experts
- (c) Develop partnerships within the local community to improve student experiences
- (d) Improve processes and systems to improve communication within the IST community
- (e) Build reciprocal structures to connect alumni with current student
- (f) Establish sustainable and supportive relationships with government ministries
- (g) Promote positive school spirit within and across campuses

## 3. **Ensured Sustainability:**

- (a) Review the master site plan to ensure school facilities support learning experiences
- (b) Maintain fiscal discipline and transparency within IST community
- (c) Develop the school's capacity to recruit/retain excellent employees
- (d) Lessen IST's environmental footprint
- (e) Align governing models with best practice

### **Summary of the Role**

Reporting to the Director of Teaching and Learning, the Administrative Assistant will be responsible for providing administrative support to ensure efficient operation of the department.

### **Preferred Qualifications and Experience**

- (a) Experience: 5+ years' experience in administration;
- (b) Must have an advance diploma in administration;

### **Professional Competencies:**

- (a) Language Skills: Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as handbooks, manual and procedure manuals.
- (b) Computer Skills: Proficiency in the usage of database software, internet software, e-mail and word processing software. Ability to proficiently use the following programs strongly preferred: Google and Adobe Acrobat. Ability to type accurately and proficiently.
- (c) Sound decision making, solutions focused, knowledge of child protection and health and safety.
- (d) Other Skills and Abilities: Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.

### **Personal Attributes:**

- (a) Collaborative team player, empathetic listener
- (b) Integrity and confidentiality
- (c) Strategic thinker, able to convert vision into action
- (d) Internationally minded, emotional intelligence



- (e) Intercultural awareness, creative, persuasive
- (f) Flexible and capable of managing growth and instilling high standards
- (g) Adept in multilingual settings, spirited, pioneering, professional and nurturing

## **Responsibilities**

The primary responsibilities for Administrative Assistant for Teaching and Learning will be:

### **(a) Curriculum and instruction:**

- Prepare curriculum resources such as curriculum and resources maps, standards/benchmarks for teachers
- Research other schools' curricula for comparative purposes
- Update curriculum files and all related documents pertaining to curriculum
- Create charts/documents as needed
- Make international orders for Office of Teaching and Learning
- Support with school wide CIS/MSA/CESS/IB accreditation process
- Use IBIS website
  - Register students for the IB DP / MYP
  - Upload IB assignments to IB e-coursework
  - Gather and distribute examination resources
  - Assist with IB results issues

### **(b) Professional Development**

- Support preparation of presentations to the faculty for Professional Development
- Arrange for facilities set-up for professional development workshops
- Special events (i.e. AISA PLIs Weekend Workshops or conferences)
  - Arrange for setting up venue with equipment, desks, supplies, banners and food/beverage for professional development workshops
  - Arrange hotels, transportation, and food for the workshop consultants
  - Collect all receipts for consultants and prepare payment requests
  - Prepare certificates for all participants
  - Prepare workshop budget with the DoTL's assistance
- Manage Professional Development requests for foreign faculty
  - Register participants for ASIA PLIs & IB events
  - Process payment for registration invoices
- Track personal Professional Development of foreign faculty
  - Prepare documentation for recertification as request

### **(c) External Testing:**

- Manage school wide assessments (i.e. MAP)
  - Create CSV files for MAP
  - Assist Test Coordinator as needed
  - Prepare Student Results for distribution. (Grades 3-10)
  - Proctor as needed
- Data collection
  - Download MAP data to Google Drive

### **(d) Special projects:**

- Perform other duties as needed by PYP/MYP/DP Coordinators or Director of Teaching and Learning

**Perform any other duties as designated by the Director of Teaching and Learning**



## **Particulars of the Search**

Prospective applicants should be based in Tanzania and need to formally apply. Applicants should submit a letter (in English) describing her/his fit and interest in the position along with an up-to-date curriculum vitae which includes the names, addresses and contact details of three (3) referees.

Applications and enquiries should be directed to [staffrecruitment@istafrica.com](mailto:staffrecruitment@istafrica.com) before close of business on Friday, 16 March 2019.