

## Job Description: PA to Counselors & IB Coordinators

(March 2023)

### *“Inspiring Individuals”*

The mission of KIS is to offer a challenging and dynamic international education that inspires and supports students in developing the knowledge, skills, and characteristics to take responsible action for the betterment of their local and global communities.

Our Vision, Mission, Core Values, and Strategic Plan commit the school and community to academic excellence. We believe that through the programmes of the International Baccalaureate, our curriculum scope and sequence, and the commitment to high standard instructional practices school, we provide the tools for each student to attain this goal.

### **Assistant to Student Support Team (IB Coordinators, Counselors, and Learning Support)**

#### **General Responsibilities:**

- Ensure open communication at all levels and act as a liaison between departments.
- Collaborate with PA to Secondary Principal to ensure all Secondary School systems and procedures are implemented successfully.
- Represent KIS positively and professionally to parents, students, and community members.
- Welcome and assist parents with their inquiries and direct them to appropriate constituencies.
- Ensure full confidentiality of student information.
- Provide secretarial services to the IB Coordinators and Counselors

### **Clerical and Logistic Support for Counselors**

- Prepare and manage semesterly transcripts of current students
- Coordinate transcripts for incoming and exiting students and alumni
- Input and manage data in MaiaLearning (SAT/ACT, IB, GPA)
  - Add New Students and Grade 9 students each year
  - Send welcome email to students and parents with login information
  - Assign counselors
- Maintain appointment calendars for all counselors
  - Arrange parents/student meetings
  - Work with Admissions department when scheduling new student meetings
- Prepare documents to be sent to universities by mail/courier and maintain accurate records of all correspondence
- Respond to student/parents requests for appointments, records, and general information
- Coordinate and manage logistics of counseling events (booking of venues, ordering food, creating flyers, welcoming university reps)
- Support counselors in maintaining counseling blog/website

### **Clerical and Logistic Support for Learning Support program**

- Maintain records and storage of information including Cover Sheets, psychological assessments, and tracking documents.

### **Clerical and Logistic Support for IB Coordinators and Programmes**

- Coordinate logistics of mailing and receiving IB communications, exams, student certificates and diplomas, etc.
- Support logistics of examinations including arranging schedules, booking rooms, maintaining records, printing and managing papers.
- Manage communication with parents, students, and alumni regarding the IB programmes and IB documentation
- Maintain necessary student information systems and generate and provide reports from these resources
- Assist with the coordination and execution of special events and projects

**Other Administrative Duties:**

- Support the Vice Principal to coordinate substitute schedules.
- Support the interim and semester report processes.
- Provide assistance in other Administrative responsibilities as assigned by the Secondary School Principal.
- Provide assistance to the Secondary School functions as assigned by the Secondary School Principal.
- Other duties as assigned by the Secondary School Principal

*Position reports to Secondary School Principal*