

Assistant to Deputy Director and Director of Technology

Part-Time (70%-80%)

Whole School Position

Job Description

General Description

ISZL is looking for a master multi-tasker with excellent communication skills and a positive attitude to perform a variety of administrative tasks for members of the senior leadership team. Candidates should be able to support the Deputy Director and Director of Technology in implementing key strategic objectives, coordinating priorities and managing school-wide projects.

Project management of key projects and school-wide initiatives

- Coordinate school-wide benchmark assessment programs (eg. NWEA MAP Growth, ALIS, etc)
- Manage on-going school accreditation studies and updates
- Compile data from a variety of sources for the purpose of supporting organizational accountability and learning
- Manage projects as assigned within a yearly cadence, aligned with strategic objectives
- Support communication objectives of Deputy Director

Scheduling and coordination for Deputy Director

- Primary point of contact for external queries and engagement
- Responds to a wide variety of internal inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel
- Manages weekly schedule and organizes meeting logistics (eg. conference spaces, food/beverage, resources, etc)
- Lead logistical planning for whole-school, time-bound events such as professional development days, speakers, and consultants
- Coordinate external commitments, travel, and accommodation
- Assist in the preparation of yearly calendars and remain point person for all updates, edits
- Coordinate calendars and scheduling for Music School
- Coordinate updating Zug campus directories and Crisis Management Handbook

Budget Management

- Collate and reconcile budget lines assigned to the Deputy Director
- Manage personal professional learning accounts
- Update Music School salaries and invoices

Database and School Technology Administration Management for Director of Technology

- Responsible for adding new teachers and the 'rolling over' of grade levels beginning of each school year on Managebac
- Responsible for the entry and ongoing management of Student Support Services data in the Student Information System (iSAMS) in particular, adding ILPs, as well as the production of reports from the system such as grade/phase matrices for teachers/leadership as requested.
- Serve as point of contact for access issues to Schoology and update the database with new families and students
- Update child protection database
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Required Qualifications and Skills

- Valid work permit for Switzerland
- A minimum of 3 years of experience supporting senior leadership roles
- Fluent in English
- Adept in technology, familiar with G Suite and Microsoft Office applications like drive, Excel and powerpoint
- Able to maintain a high level of integrity and discretion in handling confidential information
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Detail oriented
- Resourceful, anticipates needs

Preferred Qualifications

- Fluent in Swiss German
- Experienced in project management
- Experience in educational organizations