

AISD is committed to the protection of all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

AISD [Child Protection Policy](#)

### **JOB DESCRIPTION**

<b>Title:</b>	<b>Executive Assistant &amp; Board Liaison, Head of School Office</b>
<b>Job Objective:</b>	To provide executive-level administrative support services to the Head of School, Board Members, and special committees in pursuit of supporting our School's mission and vision.
<b>Qualifications:</b>	
Education:	Bachelor's degree
Experience:	At least 5 years of experience in a similar position in a multinational or international company; preferably in an international school.
Knowledge & Skills:	Fluency in written & spoken English; Competency in using databases, formatting tools and other relevant IT applications; Stellar interpersonal communication skills; Strong office management skills.
<b>Employment Arrangements:</b>	Consultancy contract: 205 Day Contract Annual Renewal Contract Salary and compensation based on experience and qualifications. No overtime given for this position. Time in lieu is provided for work conducted out of regular working hours.
<b>Supervised by:</b>	Head of School

### **Position Summary**

The Executive Assistant & Board Liaison, Head of School Office is an ambassador for the Head of School's Office, providing executive-level support to the Head of School and representing the Office within and outside the AISD community. Responsibilities include interfacing with the Leadership Team, staff, parents, students, and external stakeholders to create and deploy events and communications across the organization, leveraging multiple platforms to advance core messages and the mission and vision of AISD. This person also is central in providing executive-level support to the Board of Trustees, attending Board and Committee meetings. Adaptable, highly organized, displaying the highest level of professionalism, and willing to learn, the Executive Assistant & Board Liaison, Head of School Office role is a pivotal role in our School. As a trusted team member, these responsibilities require a deep understanding of AISD culture, a highly collaborative approach, openness and approachability, and unrivaled warmth and joy.

#### **AISD community members hold each other accountable to these values:**

- We are a compassionate, caring, and diverse community.
- We act with integrity and respect.
- We embrace creativity and balance.
- We are proud of diversity and willingness to collaborate.

*"Preparing students to become stewards of a just and sustainable world."*

## **Commitments**

AISD's mission and core values guide the work of all employees: AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners and contribute to a changing global society.

We believe that...

- We are a compassionate, caring, and diverse community.
- We act with integrity and respect.
- We embrace creativity and balance.
- We are proud of our diversity and willingness to collaborate.
- We hold each other accountable to these values.

## **Executive Assistant & Board Liaison, Head of School Office – Head of School's Office**

- Initiates correspondence as required by the Head of School or on his/her behalf
- Partners with the Head of Schools on calendar coordination, community outreach, and travel needs.
- Coordinates logistics for all meetings/conferences/events organized and attended by the Head of School and the Leadership Team
- Supports budget management and oversight, providing regular updates.
- Prepares dossiers for conferences attended by the Head of School.
- Coordinates the AISD calendar.
- Communicates various messages drafted by the Head of School via proper channels.
- Facilitates relevant payments on behalf of the Head of School.
- Plans and coordinates events hosted by the Head of School.
- Facilitates regular communication with the school community in the Tiger Tribune.
- Attend Eglal's ABC Charity School Board meetings
- Performs all other such duties as needed by the Head of School.

## **Board of Trustees Responsibilities:**

- Attends Board and Committee meetings, keeping full and accurate minutes.
- Prepares, in consultation with the Head of School and Board President, an agenda setting forth all known items of business to be considered at a meeting and delivers the agenda to appropriate persons.
- Publishes all legal notices concerning Board of Trustee business.
- Draft correspondence and send on behalf of the Board of Trustees.
- Provide administrative support to the Finance and Governance committees including meetings, agenda, and minutes.
- Reviews and maintains board policies, website, and other documentation as needed.
- Schedules and coordinates Board of Trustees related meetings as required, including scheduling of facilities arrangements, preparing agendas and board packets, arranging for catering, and distributing materials to all parties

## **Outreach – Head of School's Office**

- Interfaces and liaises with Embassies, consulates, and organizations working with the Head of School's office.
  - U.S. Embassy (Ambassador's Office, Consul General's Office, American Services).
  - PTA
  - NGO community
- Update and Review Data

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- International Agencies School Directories (AISH)
- Administrative support for Board members for projects directly or indirectly related to the school.

### **External Partnerships**

- Negotiates contracts and networks with hotels and hospitality services.
- Communicates with vendors that serve the school community.
- Supports logistics for social events hosted by the Head of School.

### **Application Process**

Applicants should submit an application consisting of a resume accompanied by a compelling cover letter highlighting their qualifications related to the key job requirements. Please combine all documents into a single PDF file and send it to [HR@aisdhaka.org](mailto:HR@aisdhaka.org)

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