American Cooperative School of Tunis
SINCE 1959

Secondary Office Coordinator

The **American Cooperative School of Tunis** (**ACST**) is a premier international educational institution dedicated to fostering academic excellence, lifelong learning, and a supportive environment for our diverse community. We are currently hiring for a **Secondary Officer Coordinator** who is committed to maintaining the highest operational, administrative, and ethical standards within our school framework.

Child Protection and Safeguarding

ACST is committed to safeguarding and promoting the safety, well-being, dignity, and rights of children and youth. All employees are expected to maintain appropriate professional boundaries, act in the best interests of students, and comply with the school's safeguarding, child protection, training, and reporting requirements. Employment is subject to satisfactory background checks, reference checks, and other child safeguarding requirements.

1- Position Overview

Responsible for maintaining organized and efficient office procedures to support the academic environment. This role serves as the central administrative hub, for communication, data management, and administrative support for students, faculty, and leadership.

2- Duties and Responsibilities

Office Procedures:

- Enter and track student attendance within the PowerSchool database.
- Manage and enter student locker information and assignments.
- Organize and input advisory information at the beginning of the school year.
- Maintain and develop comprehensive student and teacher records
- Create and maintain the duty schedule throughout the school year
- Prepare and maintain emergency evacuation papers (daily attendance students and staff and student advisory lists).
- Coordinate sub coverage using internal and external subs sharing lesson plans and maintain a substitute tracking sheet throughout the year
- Review and Optimize office procedures

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Academic Documentation:

- Create and manage student withdrawal files.
- Generate official transcripts and transfer information for departing students.
- Prepare, collate, and distribute progress reports, report cards, and MAP reports.

Event Coordination & School Culture:

- Organize and manage all aspects of the Graduation ceremony.
- Organize and facilitate Back to School Night (Open House).
- Facilitate the scheduling and organization of parent-student-teacher conferences (fall) and student-led conferences (spring).
- Organize other secondary school events as needed while maintaining clear communication with all appropriate stakeholders.

3- Communication

Stakeholder Communication: Maintain professional and transparent electronic and paper filing systems for all office documentation.

- Maintain clear, timely, and professional communication with staff, parents, and families
- Coordinate and manage the creation and publication of the Secondary weekly newsletter
- Respond proactively to inquiries and operational challenges, exercising discretion and sound judgment
- Reception: Act as the first point of contact for guests and provide interpretation services when required.
- Teamwork: Work collaboratively as a member of the school team to respond to information requests.
- Collaborate with the counselor, administration, and teachers to support student well-being, including addressing student needs, safety, behavior follow-up, and sensitive family communication
- Coordinate internal and external communications related to school operations, events, and programs
- Promote parent engagement and school initiatives through effective communication.

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3- Interactions

3-1 Internal

- Secondary Principal and Assistant Principal
- Teachers and Educational Assistants
- Secondary Counselor
- Receptionist
- Admissions Officer
- Marketing Officer
- IT Department
- HR Department
- Finance Office
- Operations and Transportation Teams

3-2 External

- Parents and Guardians

4- Reporting lines and Decision-making

Reports to	Supervision	Budget Authority
Secondary School Principal	N/A	N/A

5- Qualification and Experience

- University degree in a relevant field
- Experience in school administration or office coordination preferred
- Proficiency in English, French, and Arabic
- Proficiency in school information systems (e.g., PowerSchool) and standard office tools (e.g., Microsoft Office, Google Workspace)
- Strong organizational and communication skills
- Ability to work both independently and collaboratively with staff and families
- Ability to manage multiple tasks and prioritize effectively
- Calm, pleasant, and professional demeanor
- Respectful of cultural diversity and maintaining confidentiality

6- Evaluation Criteria

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Criterion 01	Criterion 02
Level of administrative support provided to the Secondary Principal	Effectiveness of Communication with Families and Staff
Criterion 03	**Criterion 04**
Accuracy and Management of Student Data and Records	Collaboration with the Different School Teams
Criterion 05	**Criterion 06**
Proactive Problem Solving	Support for Secondary School Events

8- Working schedule

- **Daily Hours:** 07:30 AM to 04:00 PM, with a 30-minute lunch break.
- **Flexibility:** Work follows the school calendar, but requires availability for mandatory school events and evening/weekend phone availability for substitute management

Application Submission:

To apply for this opportunity, please send your complete application package—including your updated CV and cover letter—to our Human Resources department here [Portal Link]. Please ensure you clearly mention the exact position you are applying for in the subject line or introductory text of your submission.