

Job Description

Beijing City International School

TITLE: Middle School Counseling & Curriculum Coordinator Administrative Assistant

QUALIFICATIONS: Bachelor's Degree or higher

REPORTS TO: Secondary School Principal, IB Coordinators, IDEATE Coordinator, and Middle School Counselor

JOB GOAL: Work as a member of the Secondary School office team to provide administrative support to Coordinators and Middle School Counselor

RESPONSIBILITIES:

1. Assists and provides support in a full range of job functions related to the curriculum and Middle School counseling programs at BCIS.
2. Provide feedback on programs and operations to principals, coordinators and any other necessary staff member.
3. Provide administrative support to the International Baccalaureate (IB) Programme.
 - Registering teachers for workshops
 - Assist in filling out PR forms
 - IB transcript request to universities
 - Request EUR and ensures payment process is followed
4. IA/moderation documents upload and mailing.
 - Organizing, collecting, collating IA, EA, Portfolio
5. Register students on IBIS (MYP and DP).
6. Assist Middle School Counselor in transcripts, mailing, events (workshops, parent evening etc.), general office help and translation.
7. Assist Middle School counselor in producing and mailing the school documentation
8. Provide technical support on technology platforms as required.
9. Assist with special events such as award evenings and graduation ceremonies.
 - Helps coordinate and organize setup/take down of events
 - Liaises with PM to ensure all setup requirements are met
10. Supports in the admissions and withdrawal process for new and exiting students; distribute and track to ensure process is complete before final reports are issued.
11. Provide Chinese language support to coordinators, counselors, principals and parents as required
12. Maintain confidentiality about all school and student-related matters.
13. Supports Middle School counselor in managing all middle school applications to other schools.

- Producing transcripts
- Coordination of teacher recommendations
- Liaising with families
- Liaises with admissions department to produce statements of attendance

Academic Reports and Documentation

1. Assist in the creation and management of academic reports.
2. Ensure that electronic and hard copy academic reports are filed after each reporting cycle.
3. Manage academic documentation requests such as document verification / notarization.
4. Assist with the printing and distribution of academic reports during each assessment cycle.

Examinations and Standardized Testing

1. Manage all IB exam papers, ensuring complete confidentiality of documents.
2. Upload IB exam materials to IBIS.
3. Set up and support the management of all examination and testing sessions including Mock Exam sessions Official Examinations, Examination retakes and Assessment Week.
4. Ensure that exam / testing registration is completed accurately and before the registration deadlines.
5. Invigilate IB oral recording preparation when needed.
6. Support the Secondary School Office to ensure that student information (Passport Name, Grade Level, Courses etc.) is accurate.

General Requisite Skills:

1. **Minimum four years experience in a similar role**
2. **Communication** – effective communication, fluent in both spoken and written Chinese and English with the ability to provide translation services
3. **ICT Skills** – Word-processing, spreadsheets, slide presentations, and database management. Mac-skills is an advantage. Must be willing to learn and develop a high ICT skill level.
4. **Interpersonal Skills** – Polite, positive and professional at all times in dealings with Chinese and English speakers within and beyond the school community in both oral and written forms of communication, tone, manner and presentation, being a school representative.
5. **Professional Growth** – Preparedness to grow professionally and to seek assistance and advice when necessary as well as an ability and interest in solving problems
6. **Personal Initiative** – seek opportunities to improve the work space and activities and propose changes to improve overall efficiency
7. **Pride in work** – meet deadlines and complete high quality work in required formats, keeping workspace clean and clear as well as keeping school information secure
8. **Respect for school** – understand and acting in accordance with the BCIS mission and philosophy to best serve students, parents and staff

9. Professional office demeanour – acts appropriately in confidential matters with parents, students, faculty and staff.

Staffing Philosophy and Goals

BCIS will employ effective, efficient, experienced, enthusiastic and well-qualified staff who are committed not only to the philosophy and mission of the school, but also committed to personal, professional and school growth.

Specifically, BCIS will:

- Recruit, develop and support the best qualified staff available
- Assign staff as effectively as possible in order to achieve the school's mission and goals
- Provide an up-to-date job description and handbook to assist staff in the fulfillment of their duties
- Conduct an appraisal program that encourages and supports administrative staff improvement and professional development

Creating a Positive Environment

At BCIS it is our aim to create a positive school environment. Creating a healthy school climate means developing a school community where all members share a set of common values and support a common purpose or aim. We believe in, and are committed to promoting through our own actions, the following values:

- Honesty
- Transparency
- Responsibility
- Mutual Respect
- Integrity

Common Purpose and Understanding

We choose to learn and work at BCIS because we truly believe that we can make a positive contribution towards fulfilling its mission.

We have the right to work in a climate that is positive, optimistic and rewarding. We have the responsibility to uphold this right for others. A positive school climate provides the healthiest (and perhaps only) context for fully achieving the school's mission. We uphold five crucial elements:

Respect

We believe in, and value, the rights, beliefs, contributions, thoughts and feelings of others.

Collaboration and Mutual Support

We believe in, and value, the power of working collaboratively. We succeed or fail because of each other's efforts.

Cohesiveness

We believe in, and value, being part of a group, and feeling connected with group goals. This is measured by the degree to which we feel part of BCIS.

Trust

We believe in, and value, the honesty, integrity and reliability of others. Individuals should know that they will not be let down.

Commitment to Excellence

We believe in, and value, the importance of assuming personal responsibility to achieve individual and group excellence. We should always produce the highest quality performance within the limitations of time and resources.

WORK YEAR: Around 240 days per year. Salary to be established by Head of School with approval of Board.

EVALUATION: Performance of this job will be evaluated by SS Principal in accordance with Board Policies and Protocols.

NOTE: The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

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