



# GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

## **JOB DESCRIPTION**

Job Title: Curriculum & Instruction Administrative Assistant

Category: Full-time

Division: Curriculum & Instruction

Reports to: Curriculum & Instruction Director

### **CHRISTIAN CONDUCT / MORAL PURITY**

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

### **PROFESSIONAL CONDUCT**

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential.
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

### **PURPOSE**

To support the work of the curriculum and instruction division and help this division run smoothly and efficiently.

### **QUALIFICATIONS**

Education: Bachelor's degree from an accredited university

Requirements:

- At least two years of experience in administrative and secretarial tasks
- Good command of written and spoken English
- Computer literacy, able to operate MS office, internet, and email
- Ability to work with minimal supervision
- Good interpersonal and communication skills

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## **DESCRIPTION OF RESPONSIBILITIES**

### **Professional Development**

- Making arrangements for orientation and staff professional development opportunities
- Preparing sign in sheets for staff training and professional development sessions
- Organizing professional development materials for staff use
- Producing professional development and CEU certificates for staff training sessions
- Tracking staff training and professional development attendance in the personnel database

### **Book and Materials Ordering**

- Maintaining up-to-date ordering catalogs
- Communicating with division/department heads about ordering details and deadlines
- Communicating with our shipping company and volunteer shipment receiver in the US
- Ordering textbooks and materials processed through the curriculum office
- Maintaining an ordering spreadsheet and communicating with the finance office about credit card use
- Following up with orders
- Distributing textbooks and materials once they arrive

### **Textbook Stewardship**

- Checking in new textbooks and materials
- Tracking textbook inventory, checkouts, and fines
- Organizing textbook disposal
- Meeting with textbook company representatives
- Assisting teachers in acquiring sample copies of books
- Covering and repairing books and making emergency copies as needed

### **Curriculum and Instruction Assistance**

- Producing and distributing homework planners
- Collecting evidence for accreditation reports
- Tabulating data
- Entering curriculum or process information into Atlas Rubicon
- Serving as an Atlas Rubicon administrator
- Submitting the annual ACSI survey
- Taking minutes for meetings as needed

### **General Duties**

- Completing other clerical tasks like laminating, maintaining computer files, photocopying, filing, mailings, typing, and correspondence
- Being responsible for other support duties as assigned
- Collaborating with other departments at GIS and maintain good relationships with others