



GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

JOB DESCRIPTION

Job Title: Assistant to Secondary Principal

Category: Full Time/ Non Thai

Division: Secondary

Reports to: Secondary Principal

POSITION PURPOSE & DESCRIPTION

Assist Secondary Principal in administrative and event oriented tasks specific to secondary functions.

GENERAL QUALIFICATIONS

- Is a mature Christian
 - Bachelor's degree
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

CHARACTER QUALIFICATIONS AND EXPECTATIONS

- Develops and maintains positive and healthy relationships
- Is culturally sensitive and can adapt cross culturally.
- Models integrity and honesty.
- Addresses and deals effectively with conflict when it arises.
- Has the ability to work in a collaborative way with diverse personalities
- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Represents the school in a favorable and professional manner.
- Goes directly to the person/s concerned when questions and problems arise.

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

MAIN TASKS AND RESPONSIBILITIES

Administrative tasks and responsibilities

- Schedule appointments for Principal
- Draft and send out communications from the Principal's office
- Maintain secondary records
- Organize detentions
- Run Reports via school information system
- Maintain class sponsor list and communicate with sponsors
- Update class schedules
- Prepare copies and materials for upcoming events and meetings
- Collaborate on projects with the Principal

Event/ Organizational responsibilities

- Process activity/event requests
- Execute online scheduling of Parent Teacher Conferences
- Organize secondary events
- Resource/create gifts for volunteers or staff when needed
- Organize and plan staff birthday celebrations
- Assist with emergency drills