



AMERICAN NICARAGUAN SCHOOL

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

1. Business Administration degree or related field.
2. Fluent in oral and written English.
3. Strong positive interpersonal skills.
4. Ability to work independently and as part of a team.
5. Ability to handle multiple tasks and prioritize effectively.
6. Strong organizational skills to manage documentation, schedules, and office workflows.
7. Attention to detail to ensure accurate record-keeping and follow-ups.
8. Proficiency in office software:
 - Gmail (advanced):
 - Google Sheet (advanced)
 - AI prompting (essential) | The selected candidate can be trained.
9. Confidentiality and discretion when handling sensitive student information.
10. Adaptability and teamwork to support the needs of the Middle School Office and the Discipline and Engagement Office

REPORTS TO: Department Manager

INTERFACES WITH: Faculty and staff, students, parents, and administrators

SUPERVISES:

JOB GOAL:

The Administrative Assistant plays a crucial role in supporting daily administrative operations, with a focus on assisting the Dean of Discipline. In addition to regular office duties, the Administrative Assistant will manage, organize, and maintain documentation related to



student behavior referrals and discipline. The role requires meticulous attention to detail, strong organizational skills, and the ability to handle confidential information with discretion.

PERFORMANCE RESPONSIBILITIES:

General Office Management:

- Answering phones, screening calls, and taking messages.
- Greeting and assisting students, parents, staff, and visitors.
- Managing and distributing mail and other materials.
- Maintaining school calendars and schedules.
- Managing office supplies and equipment.

Student-Related Tasks:

- Processing student registrations and records.
- Handling student check-in/check-out procedures.
- Communicating with students and parents regarding school events and information.
- Managing student attendance tracking and reporting.

Clerical and Administrative Support:

- Preparing correspondence, reports, and other documents.
- Maintaining student and staff files.
- Scheduling appointments and meetings.
- Assisting with data entry and record-keeping.

Communication and Public Relations:

- Responding to inquiries from students, parents, staff, and the public.
- Communicating school events and information to staff, students, and parents.
- Maintaining a professional and welcoming environment.

Support Dean of Discipline Office

- Supporting data entry and record-keeping related to student discipline, and engagement initiatives.
Managing, organizing, and filing behavior referrals, documentation
- Request footage to follow up on incidents.



- General email management with parents/students.
- Taking notes (writing minutes) mainly in Spanish.

Other Duties:

- May assist with substitute teacher arrangements.
- May oversee the building's communication systems (e.g., intercom).

TERMS OF EMPLOYMENT:

Vacation according to Ministry of Labor guidelines. The work day will be from 6:45 a.m. - 3:00 pm Monday - Friday

PERFORMANCE EVALUATION:

Job performance will be evaluated by the Department Manager.