



AMERICAN NICARAGUAN SCHOOL
Administrative Assistant - Dean of Discipline Office

The ANS Administrative Assistant provides essential support to ensure the efficient operation of the Discipline office. This role includes managing daily administrative tasks, coordinating communications, and assisting staff, faculty, and students as needed. The Administrative Assistant helps maintain an organized, professional, and welcoming work environment that reflects the school's mission and values.

Reports to:

Dean of Discipline

Interfaces with:

Faculty and staff, students, parents, and administrators

Qualifications for Administrative Assistant:

- ★ Business Administration degree or related field.
- ★ Fluent in oral and written English and Spanish.
- ★ Strong positive interpersonal skills.
- ★ Ability to work independently and as part of a team.
- ★ Ability to handle multiple tasks and prioritize effectively.
- ★ Strong organizational skills to manage documentation, schedules, and office workflows.
- ★ Attention to detail to ensure accurate record-keeping and follow-ups.
- ★ Proficiency in office software:
 - Gmail (advanced):
 - Google Sheet (advanced)
 - AI prompting (essential) | The selected candidate can be trained.
 - Familiarity with Google Calendar and Google Keep
- ★ Confidentiality and discretion when handling sensitive student information.
- ★ Adaptability and teamwork to support the needs of the Middle School Office and the Discipline Office.
- ★ Strong phone etiquette and balanced phone use (no smartphone dependency)



Performance Responsibilities:

- ★ Support the 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.
- ★ 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.
- ★ Clerical and Administrative Support:
 - Preparing correspondence, reports, and other documents.
 - Maintaining student 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.
 - Maintaining a professional and welcoming environment.

**Other Duties:**

- Support the Middle School Office

Terms of employment:

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

Performance Evaluation:

Job performance will be evaluated by the Dean of Discipline.