



The SMIC PRIVATE SCHOOL 上海市民办中芯学校

(tel) 86-21-5855-4588 • (fax) 86-21-5895-7828/5855-7462 • www.smicschool.com

Elementary Division No. 3, Lane 19 Qingtong Road
Middle/High School Division No. 169 Qingtong Road
Pudong New Area Shanghai, China 201203

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中学部 中国上海浦东新区青桐路169号
邮编: 201203

SMIC-I MHS Academic Affairs Senior Administrative Assistant

REPORTING STRUCTURE			
<i>Job Family</i>	School	<i>Center</i>	School
<i>Report To</i>	SMIC-I Vice Principal of MHS SMIC-I Director of MS	<i>Division</i>	SMIC-International
<i>Job Title</i>	SMIC-I MHS Academic Affairs Senior Administrative Assistant	<i>Department</i>	Middle High School
<i>Approved By</i>	SMIC-I K-12 Principal	<i>Section</i>	
<i>Revision No/Date</i>	Created August 14, 2017; Updated April 10, 2019 , Updated June 2025		
POSITION DESCRIPTION			
Job Purpose	Contributes toward building a world class middle high school through providing administrative support to students, faculty, staff, and parents in the MHS Academic Affairs Office in a dynamic system dedicated to honor, excellence, community and joy.		
Successful SMIC Private School educators have ...	<ul style="list-style-type: none">• <u>Passion</u> about bringing quality education to students that includes ...<ul style="list-style-type: none">○ love for education○ consistently operating with a commitment to positivity, excitement and creative problem-solving○ respect for working in a multicultural environment where multiple work styles are valued and celebrated○ being a caring contributor who bring enjoyment to the workplace• <u>Team spirit</u> commitment that includes ...<ul style="list-style-type: none">○ a can-do attitude○ respect for genuine joyful collaboration○ dedication to positive and supportive interpersonal relationship skills○ willingness to take initiative○ desire for transparency○ ability to take direction easily when needed○ willingness to make personal sacrifices for the greater school-wide good○ committed to working in a team based teaching environment where flexibility and collaboration are key• <u>Strong work ethic values</u> that include ...<ul style="list-style-type: none">○ high standards of quality○ effective organizational skills○ being self-directed○ ability to multitask○ comfort with big picture concepts while being detail-oriented when implementing school plans○ serving as a strong positive role model for students at all times• <u>Responsible outlook</u> that includes ...<ul style="list-style-type: none">○ a sense of ownership and reliability in getting the job done correctly to the end○ ability to work under pressure with deadlines yet also demonstrating flexibility with ease when needed		

<p>Job Duties</p>	<ul style="list-style-type: none"> • Supports the work of the MHS Academic Affairs Office and the MHS General Office functions • Supports the work of the Vice Principal and Director of MHS and MS as assigned in the office organization chart • Provides customer service to students, staff, and parents • Greets and assists office guests (in person and on the phone), by answering questions and solving immediate problems, or in referring them to the proper member of the AA Office (or elsewhere) to help resolve their problems • Serves as the MHS registrar which includes preparing transcripts, helping process registration for new students, helping prepare transfer request forms for students, and helping students and families prepare to exit the school when necessary • Assists the MHS Academic Affairs Assistant to prepare MHS student visas which includes working with required government authorities and traveling to their offices to process visas • Suggests, implements, and refines procedures to increase the efficiency of the Academic Affairs Office • Coordinates with other departments to organize and supervise special events (i.e., Back to School Night, Parent's Saturday, Parent Transition Orientation Meeting, etc.) • Answers telephones and responds to email correspondence • Helps students and staff to process textbook orders, while coordinating with our textbook vendors and trading sources • Place orders on the ERP system and track budget under the guidance of MHS Principal and MS Director • Creating and maintaining documents for government inspection and other departments' requests • Process new students' enrollment, withdrawal students' documents, and online application processes • Supplies student diplomas, certificates, report cards, and other official documents when needed • Prepares for grade 8 and grade 12 graduation • Schedules quarter and semester exams and coordinates proctors • Assist Counseling Department by scheduling WrAP, MAP, and PSAT testing. • Generates report cards and checks for accuracy • Works with Counseling Department to generate transcripts and check for accuracy • Schedules quarter and semester exams, and coordinates proctors for them • Serves as a translator in meetings when needed • Translates documents (English to Chinese & Chinese to English) for MHS as needed • Provide support to the HR, GA, and IT offices for distribution or collection of tech equipment, gift cards, or other items or documents needing picking up or dropping off as needed • Fulfills other duties as assigned • Supervises printing and distribution of the HS Course of Study book <p><u>Record Keeping and PowerSchool</u></p> <ul style="list-style-type: none"> • Protect the confidentiality of student and staff records and information • Create and update online information in PowerSchool, the school website, or other school reporting systems • Coordinate the collection and reporting of student, staff, or SMIC-I MHS AA information as required to meet governmental regulations and accreditation needs per school requirements • Provide support to the data management office for scheduling and beginning of the year set up and input into PowerSchool • Collect and report student, staff, or curricula information as required to meet governmental regulations and accreditation needs per school requirements • Complete reporting paperwork as required for SMIC-I operations, which includes both reporting in English (such as WASC), and in Chinese (such as Shanghai Education Commission documents) • Be available, even after hours when needed, to meet urgent government deadlines for data collection
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	<ul style="list-style-type: none"> • Work closely with the Executive Assistant to the Superintendent for SMIC International • Place orders on the ERP system and track budget under the guidance of ES AA Director and K-12 Vice Principal • Order MHS items including stationery for office, classes, staff, and items related to health • Compile SMIC-I MHS AA school-wide budget proposals using procedures outlined by the Finance Office and the Superintendent • Track financial information for MHS, under the guidance of the MHS Vice Principal and MS Director, regarding payments, budgeting, and associated paperwork • Track student data showing student withdrawal from SMIC-I, including tracking reasons why students withdraw • Enters data and keeps records on systems such as PowerSchool and other recordkeeping sources • Maintains up-to-date MHS student files and MHS personnel files • Assist students and families who newly enroll in the school, helping them to complete proper enrollment paperwork (including PowerSchool enrollment), and get them assigned to classes with the suitable academic materials needed for success
Organization and Communication Skills	<ul style="list-style-type: none"> • Demonstrates a strong interest in working with middle/high school-aged students • Demonstrates strong positive commitment toward school improvement • Shows a growth mindset in carrying out professional responsibilities • Follows direct supervision from two supervisors • Ability to work independently with minimum of direct supervision • Strong proficiency in oral and written English at a professional level • Native fluency in oral and written Mandarin at a professional level • Flexibility in interacting on a professional level in a multi-cultural environment with school community members of many nationalities • Comfortable working in a school that integrates American and Chinese style educational philosophies • Comfort with being flexible during changing circumstances • Excellent attention to detail • Excellent organizational skills through understanding how to effectively and efficiently work within a complex organization • Strong ability to multi-task and prioritize • Strong ability to work with Microsoft Office Suite (required for Excel, Word, and Outlook), and PowerSchool (preferred) • Strong evidence of comfort in working in working professionally in English in an international work environment, • Experience working in a K-12 school or university strongly preferred

Education and Work Experience Requirements	<ul style="list-style-type: none"> • Bachelor's degree <u>required</u> • Eligible for employment in Shanghai, China • At least 6 years of experience as an office assistant is required (at least 2 years in a senior level position preferred) • Experience working in a school is preferred but not required
Signatures	<ul style="list-style-type: none"> • As the employee, I have reviewed this job description with my direct supervisor and have been provided a copy of this job description. <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> X <hr style="width: 100%;"/> </div> <div style="text-align: center;"> X <hr style="width: 100%;"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Employee Printed Name </div> </div> <div style="margin-top: 20px;"> <div style="text-align: center;"> X <hr style="width: 100%;"/> </div> <div style="margin-top: 5px;"> Date </div> </div> <ul style="list-style-type: none"> • As this staff member's direct supervisor, I have reviewed this job description with the employee assigned to this role as listed above. <div style="margin-top: 20px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> X <hr style="width: 100%;"/> </div> <div style="text-align: center;"> X <hr style="width: 100%;"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Direct Supervisor Printed Name </div> </div> <div style="margin-top: 20px;"> <div style="text-align: center;"> X <hr style="width: 100%;"/> </div> <div style="margin-top: 5px;"> Date </div> </div>