



## Part Time Secondary School Records Asst. | work w/ US database

**Tech savvy/System Admin exp. preferred**

### Job Information

#### Hiring Company

[Yokohama International School](#)

#### Job ID

1527716

#### Industry

Education

#### Job Type

Part-time

#### Location

Kanagawa Prefecture, Yokohama-shi Naka-ku

#### Salary

3 million yen ~ 4 million yen

#### Work Hours

8:00~14:00 (Monday to Friday)

#### Refreshed

March 27th, 2025 07:00

### General Requirements

#### Minimum Experience Level

Over 1 year

#### Career Level

Mid Career

#### Minimum English Level

Fluent

#### Minimum Japanese Level

Daily Conversation

#### Minimum Education Level

Associate Degree/Diploma

#### Visa Status

Permission to work in Japan required

### Job Description

#### **[School]**

Yokohama International School, founded in 1924 is a dynamic and exciting place to work and learn, and we are looking for people who want to contribute to the continuing growth and development of our school and community.

#### **[Summary]**

The Secondary School Records Assistant supports the work of the Secondary School by maintaining, updating and managing comprehensive student records for middle and high school students. The Assistant also supports wider school initiatives as outlined in this job description.

#### **[Working Arrangement]**

This is a part time role: 8:00-14:00pm, Monday-Friday

※Since this position requires close cooperation with relevant departments on a daily basis, remote work is not an option.

**【Key Responsibilities】**

- Manage school attendance records and follow up with parents, leadership and teachers
- Configure and input course selections and changes in Student Information System (Veracross)
- Register new students for classes and update changes in Veracross
- Maintain a record of classes and courses for YIS Diploma students and IB Diploma/Certificate students
- Collect, collate, check and enter data on Veracross and collaborate with the IT department for class lists and scheduling
- Prepare online reports with the IT department and the master schedule
- Configure and publish student grade reports and ensuring accuracy
- Review and input data for ISA testing, and assist with creating data reports
- Assist Admissions and Counseling with student records, including transcripts, for new and withdrawing students
- Assist with the generation of semester report cards
- Assist with the IBIS and ManageBac registration process for MYP/DP students including changes, updates and data accuracy as 'Admin Assistant' in the IB system
- Add/manage users and administrate the groupings in ManageBac for G11-12 students in relation to Homeroom allocation, CAS/Service Portfolio and Extended Essay/Research Project or Paper
- Organise the provision of inclusive assessment accommodations for EAL and Learning Support students including collecting tasks, setting up assistive technology such as Trelson, communicating with students and teachers, managing cover logistics in Veracross, identifying appropriate venues, supervising inclusive assessments (when available/appropriate)
- Collaborate with the Secondary School Administrative Assistant as needed
- Any other duties that may be required for the effective operation of the Secondary School as determined by the MS/HS Leadership Team

**Summer Responsibilities**

- Register students for all classes in Veracross for the beginning of school year
- Complete the data entry of the master MS/HS schedule on Veracross, in liaison with IT

**Required Skills****【Personal Attributes】**

- Maintain confidentiality at all times
- Ability to work as part of a team and support the community
- Ability to take initiative and problem solve
- Ability to work within a team and independently
- Experience using databases and associated tools independently
- Experience exporting and manipulating data using spreadsheets
- Experience with generating data reports and documents from databases
- To be able to work effectively in a flexible work environment

**【雇用形態】 正社員**

- 想定年収：320万～410万
- 昇給：年1回 8月
- 賞与：年1回（6月）

**【休日・休暇】**

- 完全週休2日制（土・日休み）
- スクールカレンダーに準じて有給休暇あり（春2週間、夏20日間、秋1週間、冬3週間）
- 傷病休暇30日
- 産前産後休暇
- 育児休暇
- 介護休業

**【福利厚生】**

- 私立学校共済保険（雇用・労災・健康・厚生年金）

**【勤務開始日】**

- 2025年4月下旬を希望していますが、柔軟に対応します。

**Company Description**