



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

Tech savvy/System Admin exp. preferred

募集職種

採用企業名

学校法人 横浜インターナショナルスクール

求人ID

1527716

業種

教育・学校

雇用形態

パートタイム

勤務地

神奈川県, 横浜市中区

給与

300万円 ~ 400万円

勤務時間

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

更新日

2025年03月27日 07:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

日常会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

【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

スキル・資格**【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。

会社説明