

Dresden International School (DIS) is a comprehensive school offering an all-day program. We offer an outstanding and continuous education from Preschool to Grade 12. The language of instruction and colloquial language is English. DIS aims to provide children and teens from throughout the world with an international education based on the International Baccalaureate program and philosophy. DIS sees it as its special task to promote understanding between different cultures and the individual talents of young people.

MISSION STATEMENT

At Dresden International School, we are a diverse community that empowers innovative and collaborative learning. As learners, we are prepared to be multifaceted, self-sufficient individuals who contribute to society.

DIS Values

Commitment Open-minded Compassion Integrity

Dresden International School is looking for a Cover Coordinator responsible for developing cover systems and structures, as well as scheduling cover for our Secondary School.

COVER COORDINATOR PART TIME PROJECT ROLE (50%)

Reports to: Secondary Principal
Works with: Secondary Assistant Principals, Director, Human Resources, Teachers, IT Team
Position: Part-time (50%) till June 30th, 2023
Salary: Administrative Band 1

Responsibilities:

- Develop structures and systems for Secondary cover in collaboration with the Secondary Principal
- Organise and communicate with teachers and cover teachers for anticipated and unexpected teacher absences (e.g. sickness, outdoor education trips, planned medical leave, professional development, etc.) before and at the start of the school day, ensuring every classroom has a teacher to conduct lessons
- Manage and assign teachers from the internal rotation list for covers when required
- Communicate and share resources and instructions for cover lessons
- Handle complex and challenging cover schedules
- Maintain records of teacher absences and of the use of relief teachers

- Keep payment records for cover teachers and coordinate with HR regarding timesheets to be used for monthly payments
- Prepare reports including internal cover statistics and staff absences
- Undertake other administrative duties as may be needed if cover work is completed within the specified hours

Profile:

- Excellent communication, organizational and administrative skills
- Must be organized and meticulous in a dynamic environment
- Able to work cohesively in a team-based environment as well as independently
- Proactive self-starter with a high degree of flexibility
- Ability to learn new skills and procedures quickly and with ease
- Working proficiency of English
- Proficient in the use of technological tools
- Experience working in a school environment preferred
- Experience with Staff Cover and Timetabler, Google Suite, and applications such as Google calendar preferred

DIS is an equal opportunity employer, with an articulated Anti-Racism Statement. We use antibias and safeguarding-minded practices in our recruitment of staff. Further information on DIS can be found at the school's website www.dresden-is.de. DIS is an open-minded and inclusive school that celebrates diversity. We welcome applicants from a diverse range of backgrounds to join our team.

In order to be considered, applications must contain the following and be submitted as a single PDF file (please name the position you are applying for in the header of your email):

- Letter of interest, outlining the strengths and attributes you bring to this position
- CV
- copies of degree(s) and/or certificate(s)
-

Please submit your application or inquiries to Mrs. Kathleen Werling (career@dresden-is.de). The school uses personal data only for the purpose intended. Application deadline: December 4th.

Data is kept confidential within the school administration and not shared with third parties beyond the school. This consent can be withdrawn at any time.

www.dresden-is.de