

## Primary Principal Assistant

Responsible to: PYP Principal

### 1) Assistance to the Principal, Administrative Tasks

Translate emails, letters and oral translation in meetings

- Contact parents, schedule parent meetings
- Data entry Google calendar, dailies, helping to manage the PYP Principal email address
- Check the attendance and follow up on missing students
- Organization of the Substitute teachers in cooperation with the Principal; Dealing with all the connected issues (forwarding the cover material, checking their time sheets etc.)
- Assistance during school events

### 2) Professional Development / Field Trips

- Calculate costs for professional development and student field trips and keep budget overview
- Make travel arrangements for Teacher Workshops/Professional Development
  - registration
  - transport organization and info for teacher
  - travel reimbursement
- Organize Field Trips for Primary students
  - transport (bus, tram, coach)
  - guided tours

### 3) Substitution/Absence Organization

- Arrange substitutes during teacher absences in cooperation with the Principal
  - forwarding or printing cover material to/for teachers
  - Record absences of PYP staff (sickness, child sick, other) in the database and forward the information to the HR officer
  - check time sheets of substitutes on a regular basis

### 4) Other office business / Miscellaneous

- School business related assistance to the teachers (e.g. parent letters, emails, phone calls)
- Filing work
- Student Locker key organization
- Cooperation with IT department, the other office members and caretaker to solve problems

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- Providing office material for PYP teachers
- Help preparing orders for PYP - support to the purchasing officer
- Checking into various budget items with the business office
- Helping to manage new and leaving students (certificates, documentation, t-shirts, etc.)

5) PYP Student Health

- Support to teachers regarding student first aid issues
- write accident reports/maintain records and communicate with insurance if necessary
- send students home if they are sick