

## **Assistant administrative director**

Assistant administrative director manages and coordinates all key personnel to deliver effective administrative support and ensure smooth operations. The assistant administrative director oversees the admission process of students and assists in hiring, training, and evaluating teachers and administrative team members and develop, review, and improve policies, systems, and procedures; ensuring that school operates smoothly and efficiently on day-to-day basis. Assistant administrative director will help and assist focusing on attracting and retaining top talent and streamlining office operations to maximize quality and efficiency while reducing costs. Assistant administrative directors are expected to be analytical, knowledgeable, and organized with a proactive attitude and strong leadership skills.

### **Responsibilities:**

- Supervising the day-to-day operations of the administrative department and teachers.
- Oversee the admission of students from recruitment, evaluation, and admissions process.
- Handling relations with parents, students, employers
- Dealing with queries and complaints procedures
- Assist in hiring, training, and evaluating employees and taking corrective action when necessary.
- Assist in developing, reviewing, and improving administrative systems, policies, and procedures.
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Assist in planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.

- Collecting, organizing, and storing student, parents, teacher information using computers and filing systems.
- Assist in overseeing special projects and tracking progress towards institutional goals.
- Building and expanding on skills by engaging in educational opportunities.

**Requirements:**

- Bachelor's degree in business administration, educational leadership & management, or a related field.
- Experience as an educator is a plus
- Knowledge of administrative processes of schools
- Ability to use computers (e.g. MS Office) and education management systems
- Problem-solving and conflict resolution skills
- Good judgment and decision-making aptitude
- Exceptional leadership and time, task, and resource management skills.
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
- Proficiency with computers, especially MS Office.
- Ability to plan for and keep track of multiple projects and deadlines.
- Willingness to continue building skills through educational opportunities.