

TEACHING FOR
THE FUTURE



ISC VISION

We understand that a shift to a Culture of Collaboration is vital to the success of the school as we move into more complex contexts in society. We can succeed if the whole organization shares working principles and a common language about learning. This is how we define ourselves, hold ourselves accountable and provide impact on learning.

WORKING AT ISC – PRINCIPLES

Conceptual <i>We understand that:</i>	Competency <i>So we are able to:</i>
<p>The Learning Principle Schools do the right thing, working to make a positive impact on learning and life.</p>	<ul style="list-style-type: none"> • Develop fluency in and understanding of the language of learning, Conceptual Understanding, Competency and Character • Make learning visible • Maximize learning impact • Build on our collective knowledge base • Embrace the gradual release of responsibility
<p>The Community Principle Learning is social.</p> <p>Great schools are collaborative communities in which all stakeholders share responsibility and have a voice.</p>	<ul style="list-style-type: none"> • Connect all sections of the community • Develop a culture of giving • Embody the school mission and vision • Collaborate, where the end result is better than we would have achieved alone • Nurture enjoyment by participating in community events and displaying appropriate humor • Understand that personal responsibility extends beyond an individual role in the community
<p>The Inquiry Principle Inquiry provokes authentic exploration of ideas and practices, as a process of innovation and bigger picture thinking.</p>	<ul style="list-style-type: none"> • Ask probing questions and propose multiple solutions to effect change • Utilize and develop data systems to measure effectiveness and sustainability of proposed solutions • Generate the language and culture of inquiry in order to maintain clarity regarding intention and context. • Prototype new ideas with the understanding that “it’s ok to make a mistake”
<p>The Diversity Principle Organizational intelligence is key to the success of a progressive school.</p>	<ul style="list-style-type: none"> • Identify and utilize others' strengths • Use inclusive language in our culture and practice • Create an inclusive workplace that values new perspectives • Avoid judgmental attitudes
<p>The Character Principle Human organizations are dependent on the strengths and dispositions of the stakeholders to achieve impact/success.</p>	<ul style="list-style-type: none"> • Act with high moral purpose. We can be trusted to do the right thing, however difficult. • Act in the best interests of the whole • Empathize with others, act with consistent kindness • Reflect on both successes and struggles to learn from experience • Remain determined and persevere in order to overcome barriers and find solutions
<p>The ISCs</p>	<p>Character, Citizenship, Communication, Collaboration, Critical Thinking, Creativity.</p>

YOUR OPPORTUNITY

As the **Secretary**, you will work in Elementary School, as the first point of contact for our ISC students, parents, employees and visitors.

Your responsibilities will include:

- Support directly and indirectly the student's life in the campus by: - Assisting the Principal in their duties by organizing and updating calendars, schedules, events, scheduling meetings with parents, teachers, students; helping with purchasing, book orders, meeting and greeting parents, students, employees, finding substitute teachers whenever is necessary.
- Making sure to keep the Principal informed of all situations brought to the office.
- Treat all matter confidentiality due to the access to all kind of information related to the students and teachers.
- Helping the teachers to have all the tools necessary to deliver the educational program (supplies, furniture, books, student's information), maintenance, purchasing and technology requests.
- Scheduling meetings with parents and/or outside specialists.
- Helping the teachers and Principal to organize field trips, order buses, events, etc.
- Give assistance to students with health issues, by monitoring their well-being and contacting parents when needed.

Education requirements

- Appropriate administration training, secretary or related areas. Preferred bachelor degree.
- Proficiency in English and Portuguese (oral and writing) are essential.

Reporting line:

The Secretary will report to the Divisional Principal.

Application information:

Applications should be made in English including a Cover Letter addressing the selection criteria (no more than 1 A4 page) and your Curriculum Vitae. The applicant should supply the names and contact details for two references.

Interviews will be held in English.

Please email your application and CV to isc.employment@iscbrazil.com by **Thursday, 29th November, 2018.**