



AMERICAN INTERNATIONAL SCHOOL OF ZAGREB UPPER SCHOOL PRINCIPAL ASSISTANT SEARCH

**START DATE:
AVAILABLE TO START IMMEDIATELY**



American
International
School of Zagreb

Position Overview

Position Description

The Upper School Principal Assistant at the American International School of Zagreb provides comprehensive administrative and operational support to the Upper School Principals. This includes coordinating communication with students, families, and staff, managing calendars and meetings, maintaining records and databases, and supporting school operations. The Assistant also serves as a key point of contact for parents, staff, and external partners, and supports various projects and school initiatives as needed.

The Upper School Principal Assistant reports directly to the Upper School Principal.

Duties and Responsibilities

Organization and preparation:

- Provide administrative support for Upper School Principals
- Scheduling meetings and managing the Upper School Principals' calendar
- Setup all meetings for beginning and end of year goals meetings with all teachers and creation of goals forms
- Assists in setting up meetings for students as needed
- Record and maintain Upper School student / staff attendance records; Contact families regarding absences as needed
- Organizing substitute coverage for all Upper School employees, classes, and duties
- Preparing monthly data of substitute coverage and teacher absence to HR Manager
- Monitor and support the implementation of the school's cell phone policy, including overseeing data tracking, managing cell phone collection and storage when required, and distributing new pouches as needed.
- Assisting with After School Activities (ASAs)
- Creating and maintaining faculty/staff duty schedule
- Responsible for room allocation for meetings and bookings, and act as central point for room keys
- Scheduling staff observations for the Upper School Principals
- Assisting the Admissions Manager in all aspects of school transition; Helping with student exit forms / files / requests /



- Maintaining and coordinating permission forms / course allocations, organizing and filing records, organization and updates of Google drive folders in conjunction with School Registrar
- Assisting with parent meetings by translating, taking notes, etc.
- Updating and formatting of internal documents such as handbooks and information packets such as emergency packets and teacher information packets for school trips
- Assisting Medical Office with parent communication

Communication:

- Answering Upper School Principal's phone in his/her absence and relaying messages
- Calls or email to native Croatian speakers (parents, companies, etc.)
- Point of contact for general parent questions
- Communication on the Upper School Principal's behalf with the staff, students, parents, and others as needed
- Disseminating information about electives and managing signups and initial scheduling process
- Point of contact for communication with bus company, informing bus company of changes in students' schedules as appropriate

System Administration:

- Maintain student, parent, and faculty/staff information in appropriate databases (i.e., SchooIS, ManageBac etc.)
- Maintain the academic platform ManageBac, including creating and populating classes, inputting teacher and student schedules, troubleshooting issues, and ensuring data accuracy and consistency
- Support student and parent use of the online school database systems
- Updating school calendars with rotation days, holidays, and events throughout the year
- Coordinating the production and distribution of student reports at the end of each semester
- Create and manage surveys to various constituencies in the school
- Assisting with the schedule / timetable for Upper School and inputting schedule information into the online school portal
- Administration of booking website for Parent Conferences



Other:

- Model AISZ character values; Respect, Responsibility, Kindness, and Resilience to promote a positive and healthy organizational culture
- Back up for Lower School Principal Assistant
- Other duties assigned by the Employer

Qualifications:

- High school diploma or BA degree
- 2–3 years of relevant experience
- Positive attitude, patience, and a sense of humor
- Enjoys working with children
- Enjoys using creativity and imagination
- Proficient in Microsoft Office and Google Suite
- Fluent in English and Croatian, with strong written and verbal communication skills
- Comfortable multitasking and prioritizing tasks independently
- Excellent interpersonal skills
- Excellent organizational skills, with a high degree of self-direction and motivation
- Positive, solution-oriented, enthusiastic, adaptable, and compassionate
- High level of maturity, confidentiality, and assertiveness, with a calm and thoughtful approach to problem-solving

What We Are Offering

- A contract for an indefinite period (with a 6-month probation period)
- Support for professional growth and development opportunities
- Holidays aligned with the school calendar, with occasional duty during breaks as required
- An annual general medical examination

Why Join Us

- At AISZ, you will be part of a welcoming international community guided by the vision “Experiencing the Future, Today.” With a tradition of excellence, an award-winning sustainable campus, and students from over 40 nationalities, we foster a culture of care, collaboration, and innovation. AISZ is not just a workplace – it is a place to grow, thrive, and make a difference.



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Applications should be sent to the email address: [**employment@aisz.hr**](mailto:employment@aisz.hr).

Candidates interested in learning more about the American International School of Zagreb are encouraged to visit the school's website at [**https://www.aisz.hr/**](https://www.aisz.hr/).

The closing date for applications is **October 28, 2025**. Candidates are encouraged to apply early, as interviews will occur on a rolling basis. AISZ reserves the right to end the search when the ideal candidate has been found. Please note that only shortlisted candidates will be contacted.



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