



THE INTERNATIONAL SCHOOL OF KUALA LUMPUR

The Society for the International School of Kuala Lumpur (PPM-001-10-15041965)
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JOB DESCRIPTION

March 2024

Job Title:	AP/IBDP Executive
Divisional Team:	Office Support
Department/School:	High School
Reports to:	AP/IBDP Coordinator
Hire type:	Staff (Global Grade 8)

ABOUT ISKL

Vision: Know yourself, care for all, and create a better world.

Mission: We are an inclusive and dynamic community where passions, values, and competencies are cultivated to inspire learners to shape their path as global citizens.

Established in 1965, The International School of Kuala Lumpur (ISKL) has become known as a center of excellence in the world of international education. ISKL is a co-educational, private, non-profit school responsible for the learning journey of over 1,600 students aged 3-18 years representing over 65 nationalities at its state-of-the-art campus in the heart of Kuala Lumpur.

ISKL offers a robust international curriculum that combines leading North American educational frameworks with global best practices. The curriculum recognizes that students are on a lifelong learning journey and is driven by ISKL's Mission to support students in cultivating their passions, values, and competencies as they shape their path as global citizens.

ISKL is accredited internationally through the Council of International Schools (CIS), in the United States through the Western Association of Schools and Colleges (WASC), and is an IB World School. ISKL has a strong school-wide focus on service and sustainability and is a member of the Eco-Schools organization and the Green Schools Alliance.

JOB PURPOSE

The IBDP is a cornerstone of the academic experience at ISKL, providing a challenging two-year pre-university curriculum that leads to a qualification recognized by the world's leading universities. It is the longest-running IB program in Malaysia, with authorization granted in 1989.

To achieve this purpose, the AP/IBDP Executive manages all aspects related to supporting the AP/IBDP Coordinator with problem-solving skills, effective teamwork, and respect for deadlines while providing administrative and data management support with the goal of adding value to the department and the institution.

RESPONSIBILITIES inclusive but not limited to:

Initiative Leadership

Larger-scale initiatives require ownership and vision, large-scale planning, and attention to detail for success.

- Student Data Management–student registrations in IB and AP Courses, Managebac
- Examination Registration, Administration and Management–manage registrations, billing, administration, invigilation, material preparation/organization
- Professional Development Management–Manage database, provision logistics support
- Office Management–main liaison/communication link between DPC and other stakeholders (students, teachers, parents, etc.) in person, online and on the phone, administrative support
- Any other duties as assigned by the IB Coordinator.

**Specific details of each area of responsibility can be found [here](#).

**Due to the nature and requirements of the role, there is an expectation from time to time to work outside of the contracted working hours, of which compensation will be in accordance with the provisions in the ISKL Staff Manual.

Skills

- Able to prioritize and take initiative to proactively manage a fast-paced environment
- Skilled at multitasking and deadline-oriented
- Demonstrates strong oral and written communication skills in English and a passion for details.
- Ability to manage large quantities of information through the use of spreadsheets
- Ease with diverse data management platforms and an ability to integrate data from diverse sources
- Provides high-level support to leadership, performing a variety of duties and skilled tasks that may include preparing reports, conducting research, and collecting data
- Manages schedules by maintaining calendars, arranging meetings, conferences, virtual meetings and travel
- Understands examination procedures, and exam room management including the ability to communicate effectively with older students working in exam conditions.

Personal attributes

- Embraces ISKL's culture in demonstrating empathy and care as well as commitment to collective efficacy
- Believes in nurturing positive impacts on students' achievements and having high expectations of oneself
- Is a curious and people person with the ability to work in a fast-paced environment whilst collaborating in a team to communicate ISKL's ethos and vision as a premier International School, ensuring that all ISKL constituents feel a deep and ongoing positive affiliation where prospective families, students, and employees join ISKL due to its reputation internally and externally
- Has the ability to interact well within the ISKL community, able to navigate, and be respectful in multinational settings with students
- Is a self-starter, independent, problem-solver, flexible, and hardworking the ability to think creatively, communicate effectively, reason critically, collaborate constructively, and learn enthusiastically
- Has personal integrity with management skills exhibited through confidentiality, initiative, and independence.

Qualifications and experience preferred

- A bachelor's degree in a relevant field such as Education, Business Administration, or a related discipline
- Minimum 3 years working experience in a similar capacity
- Sound knowledge of relevant technologies

Important notes:

Role holders are expected to be fully committed and supportive of ISKL's ongoing commitment to fostering, cultivating, and preserving a culture of Diversity, Equity, Inclusion, and Justice by holding themselves accountable and by modeling this commitment in the execution of duties and responsibilities in ISKL.

This role profile describes the core output expected in this role and does not encompass a comprehensive list of specific tasks, temporary activities, or projects initiated as a result of changing contexts. Agility and a growth mindset are expected of all our employees.

PROCEDURES**Application**

Interested candidates are requested to submit applications electronically in a PDF format to include a cover letter, resume, qualifications and certifications, lists of a minimum of three references, and phone/email contact details to be addressed to:

Director of Talent & Culture

Email: recruitment@iskl.edu.my

Interview

Only those short-listed for an interview will be contacted. The decision and notification of the successful candidate will be made as soon as the interview process is complete.

(Closing date to receive applications: March 29, 2024)

Candidates should be aware that in the event an exceptional applicant is identified early in the search process, ISKL reserves the right to make an appointment before the deadline is reached. Interested candidates are therefore advised to apply as early as possible.