

CIS Executive Assistant to the School Director
FRAMING the ROLE

The CIS Mission

Our mission is to Connect / Inspire / Serve. (CIS) We are a positive community with passionate learners.

The CIS Community Principles

- **Kindness** - We value kindness. Our kindness is illustrated in all of our interactions: with our own children, with others' children, with families, with staff, and with administrators. How we communicate with each other is emblematic of our collective kind and caring spirit.
- **Partnership** - We are strongest when we work together, when we share ideas and resources, and when we partner with the greater Cayman community. A spirit of collaboration not only makes our community stronger, it makes students learning richer by connecting stakeholders in exciting and innovative ways.
- **Sustainability** - We take into consideration long-term impacts when making decisions. This applies to decisions about programming as well as to our personal and collective behavior. We live on an island with limited resources and our environmental stewardship is essential in keeping it viable and healthy for generations to come.
- **Good Intent** - We assume good intent. We trust that members of our community have what is best for one another at heart. We engage diverse perspectives with empathy and open-mindedness. We aim to be our best selves in all that we do.

The CIS Learning Principles

- **Language of Learning** - We understand that to make learning happen effectively and collectively we need a shared language that describes what learning is and how we do it.
- **Ownership of Learning** - We understand that we are all able to learn and ultimately responsible for our own learning.
- **Nature of Learning** - We understand that learning is emotional as well as cognitive and is both an individual and social experience.
- **Contexts of Learning** - We understand that learning transfer happens best in rich, relevant contexts.

Title / Role

Executive Assistant to the Director

Role Requirements

The successful candidate is required to have the following:

- Bachelor's degree preferred, or equivalent.
- Minimum 3–5 years' experience in an executive-level or senior administrative support role, preferably supporting senior leadership in a school environment.
- Valid Cayman Islands driver's licence and ability to run occasional off-site errands.

Core Skills & Competencies

- Demonstrated ability to handle highly sensitive and confidential information with discretion and professionalism. Excellent written and verbal communication skills, with the ability to interact effectively with parents, staff, students, and external stakeholders.
- Strong customer service orientation, maintaining a welcoming and professional presence at all times.

- Strong project coordination and organizational skills.
- Advanced organizational and time-management skills, with the ability to manage multiple priorities in a fast-paced school environment.
- Ability to anticipate needs and proactively support the priorities of the Director and the Director's Office.
- High level of attention to detail and accuracy in documentation and communications.
- Strong problem-solving skills and the ability to exercise sound judgment and initiative.
- Ability to exercise sound judgment in prioritizing issues and determining when matters should be elevated to the Director.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and Google Workspace (Docs, Sheets, Slides, Calendar, Gmail); experience with school management systems, communication platforms, or scheduling tools is an asset.
- Excellent typing and document formatting skills.
- Ability to work independently.
- Strong interpersonal skills and cultural awareness when working in a diverse, international community.
- Ability to lift up to 25–30 lbs occasionally (files, event materials, supplies).
- Understanding of and appreciation for working within a student-centered school environment.
- Occasional evening or weekend work may be required to support school events, meetings, or Director-related functions.

Overview

Cayman International School (CIS) is seeking a highly organized, discreet, and proactive Executive Assistant to the School Director to provide executive-level administrative support in a dynamic, mission-driven international school environment.

This role serves as a trusted partner to the School Director, supporting the strategic and operational priorities of the Director's Office. The Executive Assistant acts as a key point of coordination between the Director, senior leadership, faculty, staff, parents, and external stakeholders. The position requires sound judgment, exceptional attention to detail, and the ability to manage confidential information with the highest level of professionalism.

The ideal candidate is adaptable, calm under pressure, highly organized, and enjoys working in a fast-paced school setting where priorities shift quickly.

Sample of Duties and Responsibilities

- Provide high-level, day-to-day administrative support to the School Director.
- Manage the Director's calendar, prioritizing meetings, events, and commitments with careful judgment and discretion.
- Manage and monitor the Director's email correspondence as appropriate, assisting with drafting responses, organizing communications, and ensuring timely follow up on priority matters.
- Support the Director in managing competing priorities and ensuring the efficient use of time and resources.
- Prepare, draft, proofread, and format correspondence, reports, presentations, and other materials on behalf of the Director.

- Serve as the primary point of contact for the Director's Office, exercising sound judgment in prioritizing requests, communications, and meeting access. Assist with planning and coordination of key school events involving the Director, including ceremonies, receptions, leadership meetings, and community events.
- Coordinate logistics for meetings involving the Director, including agendas, materials, room setup, scheduling, and follow-up actions. This may include leadership, community, and other school related meetings.
- Track action items and follow up from meetings involving the Director to support timely completion of priorities.
- Coordinate scheduling and logistical support for Senior Leadership Team meetings and other leadership meetings as directed by the Director.
- Act as a professional and welcoming representative of the Director's Office.
- Facilitate clear communication between the Director and the wider school community.
- Maintain organized records, files, and databases related to the Director's Office.
- Coordinate international travel arrangements, itineraries, and expense reconciliation.
- Handle sensitive and confidential information with discretion, diplomacy, and sound judgment while maintaining the highest level of trust and professionalism.
- Provide receptionist coverage as needed to ensure seamless front desk operations and consistent administrative support.
- Support special projects and initiatives as assigned by the School Director.

Other Responsibilities

- Carry out additional activities, as requested, in line with the general expectations of this job description.

Equity and Inclusion

It is CIS policy that decisions about staff assignments, promotion, demotion, and selection for training shall be taken without regard to race, colour, ethnicity, gender, disability or sexual orientation.

Evaluation / Reflection / Professional Growth

Performance will be evaluated within the framework of our appraisal and professional development protocol

Compensation and Work Year

- Compensation as per contract KYD\$43,000 - KYD\$49,000 Per Annum (paid Monthly)
- Work year as per the school calendar
- As with most all roles in office support, be ready to serve above and beyond the call of duty

Benefits

- Health Insurance: (100% coverage of the SHIC Plus 250 premium plan) and contribution to higher plans if elected
- 38 Annual Vacation days in a calendar year
- Wellness Benefit: A one-time annual benefit of \$500
- Travel Allowance: A one-time annual benefit of \$1,000
- Telephone Allowance: Up to \$500 (conditions apply)
- Professional Development: Up to \$1,000 allocated annually

- Tuition Benefit: after completing three years of employment, you may be eligible to enroll your dependent child(ren) in the High School, specifically grades nine through twelve, provided they meet CIS admission requirements. (conditions apply)
- Years of Service Benefit: Varies depending on milestone anniversary date
- Disability: Long term disability benefit
- Notary Public fees will be covered by the company

Our Culture

Our team recognizes that school years for children of all ages are periods of tremendous growth, curiosity and transition in the lives of students and parents. Through good teaching practice and modeling we facilitate the students' intellectual, social, emotional and physical growth through school and beyond. Indeed, students' wellbeing is at the centre of our teaching practice and as such, teachers and other CIS support are expected to add constructively to the development of the CIS brand. Our school and its community value staff who demonstrate excellence, collaborate, communicate in an effective and timely fashion, have a sense of humour, are flexible, demonstrate cultural awareness, and celebrate diversity.