



**GERMAN
INTERNATIONAL
SCHOOL | Boston**

empowering students for success in a global world

57 Holton Street, Boston, MA 02134 | P 617.783.2600 | F 617.783.2605 | www.gisbos.org

Job Description – Head of Administration (HoA)

The German International School Boston has an immediate opening for an experienced and enthusiastic individual to fill the position of **Head of Administration (HoA)**.

ORGANIZATIONAL OVERVIEW

The German International School Boston (GISB) is a private school from Preschool through 12th Grade with a bilingual German-English educational program and a curriculum that emphasizes mathematics and science. Our mission is to “Empower Students for Success in a Global World.” Upon graduation, our students earn a German International Abitur and take part in all qualifications and exams needed for an American High School Diploma. We serve children of all nationalities in the Greater Boston Area and are accredited by the German Government. GISB has a main campus building and nearby early education center located in the Boston neighborhood of Allston-Brighton. For more information about GISB, please visit <http://www.gisbos.org>.

POSITION OVERVIEW

The HoA manages and coordinates all of GISB’s business operations to ensure the fiscal and operational effectiveness of the school and to support and enhance the educational mission. The HoA serves on the senior management team and on a number of Board Committees and is expected to contribute to various projects as requested by the Head of School. This position works closely with the Head of School in leading and managing the entire school and with all school constituencies in moving the school’s Strategic Plan forward and to provide assistance and leadership where needed.

REPORTING RELATIONSHIPS

The HoA reports directly to the Head of School, supervises accounting and administrative functions (incl. Admissions & Marketing/Communications) as well as the Facilities Manager. The HoA works in cooperation with the Board of Trustees Representative.

SPECIFIC RESPONSIBILITIES

Finance and Accounting

- Oversees all finance and accounting activities for the organization
- Final appraiser of GISB’s financial position, delivers monthly reports on the school’s financial stability, liquidity, and growth to the Head of School and the Board and responds to inquiries



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- Leads the annual budget and monthly reporting and forecasting process
- Works together with German Government authorities to ensure provisions of grant contract are fulfilled and executed, and financial and personnel support is secured
- Ensures fulfillment of reporting requirements for all grants the school receives, including statistics and reports for the German Government to receive cash subsidies and funding of teacher positions
- Engages and works with legal counsel, financial advisors, auditors, banks, German authorities and other professional service firms as necessary and appropriate
- Serves on the Financial Aid Committee and, with others, makes final determinations of financial aid awards
- Develops, implements and oversees plans and programs related to accounting, finance, investment, audit, compliance, financial aid, risk management and purchasing

Facilities

- Oversees further development of school facilities at all GISB locations
- Supervises Facilities Manager
- Serves as a property manager, managing leases, rental agreements, and landlord and sub-lessor relationships

Risk Management and Compliance

- Supports and contributes to safety program and training, emergency and crisis management plans, evaluating and managing insurance contracts and all federal, state and local reporting requirements
- Works with insurance advisors and brokers to insure that adequate, appropriate and cost effective insurance is in force, including public liability, property and casualty, directors and officers, and workers' compensation

General Administration

- Identifies and oversees implementation of procedures and systems to improve School administrative operations
- Serves as point of contact for and collaborates with all interest groups, including faculty/staff, parents, Board, in matters related to the Administration of the school



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- Serves as liaison between local authorities, local community at large, legal advisors, banks, etc. and the School
- Oversees and manages the activities of direct reports, conducts performance reviews and identifies appropriate training and development opportunities
- Maintains an effective system of internal management controls throughout the school
- Builds strong partnership with Department Heads to ensure that the educational goals of GISB are in sync with the business/fiscal goals of the school
- Oversees and manages data collection & analysis and information management and prepares trend reports, including but not limited to developing data report templates for each department and preparing trend reports to the Board to support ongoing strategic development of the school
- Participates in Board committees as directed by the Board of Trustees and the Head of School
- Leads Administrative Team meetings, attends monthly Board meetings, annual Board retreat, school leadership committee meetings, and annual corporate membership meeting
- Performs other duties/projects as assigned by the Head of School

QUALIFICATIONS

- Bachelor's Degree in Business, Finance, or related field required; Master's Degree in Business Administration preferred
- A minimum of 5 years of successful high-level experience, incl. supervisory responsibilities in a non-profit environment, preferably at an independent school
- Effective and constructive communication and presentation skills that foster results, productivity, and teamwork
- Working knowledge of business accounting policies, procedures, practices and software programs
- Outstanding interpersonal skills, with a strong customer-service focus
- Strong analytical skills and ability to think and plan strategically and creatively
- Proven experience in supervising and managing multiple functions and activities
- Detail oriented and organized and able to complete projects in a timely manner
- Ability to perform multiple tasks and maintain a calm and pleasant demeanor
- Flexibility in adjusting work routine to accommodate unexpected circumstances
- Advanced reading and writing skills in English
- Additional reading and writing skills in German required



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- US employment authorization

FLSA Classification: Exempt, regular, full-time

Reports To: Head of School

Location: Boston (Allston-Brighton), Massachusetts

Please direct your completed application, including a cover letter, resume, diplomas, reference letters, transcripts, etc. to Sara Kagey, HR Director at jobs@gisbos.org, e-mail subject “HoA/Your Name”.