



## Job Description:

# Academic Program Assistant

**ROLE:** Academic Program Assistant

**PURPOSE:** The Academic Program Assistant works to support the daily efforts of the school's focus on student academic programs. The Academic Program Assistant assists the School Director and Program Coordinator in the development and management of academic programs and student services.

**REPORTS TO:** School Administrator

**ASSIGNMENT:** Academy Campus

### QUALIFICATIONS:

- High school diploma or equivalent.
- Minimum of college associate's degree or equivalent work experience.
- Five years of general operations experience required.
- Work requiring frequent contact with the public is preferred.
- Demonstrate keyboarding, record keeping and filing skills.
- Experience in using various computers and computer programs.
- Ability to work with team members, students and staff.
- Maintain a valid Oregon Driver's License and personal transportation.

**ESSENTIAL FUNCTIONS:** The candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide support services for academic and learning center operations.
- Ensures that all academic procedures conform to school policies and appropriate laws.
- Ensure that all school activities conform to school guidelines.
- Ensure that student records are managed in a manner that complies all legal procedures.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- React to change productively and handle other tasks as assigned.
- Respond to the individual needs of students and families.
- Support the philosophy and mission of the Charter School.

### PHYSICAL REQUIREMENTS:

- Must work in noisy, crowded and stressful environments.
- Requires stooping, bending, reaching, and kneeling.
- Requires prolonged sitting and/or standing.

**GENERAL RESPONSIBILITIES:** This position will have specific duties that will be identified individually based on the characteristics of the work needed at each location, requiring performance of general secretarial duties. These may include the following:

- Communicates clearly and appropriately and makes independent decisions within established policies and procedures.
- Coordinate academic program services, including student attendance, student management and activities.
- Support extended academic programs, including athletics/activities and student programs.
- Uses independent judgment, decision-making and problem solving skills to perform school and academic services functions.
- Coordinate development and production of student transcripts, ensuring the documents and process are fully compliant with state laws and standards.
- Coordinate the School's work on student dropout recovery programs, student attendance systems and student management efforts.
- Achieves professional growth as directed by the School through consultation with School support staff, attendance at building and School in-service meetings and approved workshops and classes.
- Provide your own transportation to schools, family homes, agencies and community partners.
- Facilitate Professional Learning Communities consisting of student service issues throughout the school.
- Prepare necessary student, staff and state reports.
- Work with academic team to develop and implement needed student programs.
- Respect all information as confidential and control the flow of access to all school files.
- Is familiar with school rules and regulations, Board Policy and other rules and regulations governing the general operation of the site.
- Attends administration, leadership, site and staff meetings.
- Administers first aid to ill/injured students, according to school policy.
- Perform other duties as assigned by Administrative Directors.

**RATE OF PAY:** According to the School Compensation Policy

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Board Adoption: May 15, 2017*