



Job Posting:

Business Agent

THE SCHOOL

Crater Lake Charter Academy is an Oregon public school, chartered through Eagle Point School District 9 in the famous Rogue Valley region of Southern Oregon. Founded in 2014, CLCA has supported student development through a blend of an online curriculum system and an physical learning center. There are 300 students enrolled at CLCA, from kindergarten through high school, who are supported by a team of professional, both certified and paraprofessionals.

PROGRAM: CLCA School Offices

POSITION: Business Agent

COMPENSATION: Pay Rate: \$12.75 per hour

HOURS: Part Time (5 hours per week)

OPENING DATE: February 25, 2019

APPLICATION PROCEDURE:

1. Application
2. Letter of interest
3. Resume' of qualifications

CLOSING DATE: March 15,2019, or until filled

POSITION START DATE: July 1, 2019

EMPLOYER WEBSITE: www.craterlakecharter.org/employment

PURPOSE: Support the operations of the Charter School through business administration management, including coordinating the Board of Directors, assisting the school administration with budgeting and finance and reviewing legal compliance.

REPORTS TO: Director and Board of Directors

ASSIGNMENT: School Offices

QUALIFICATIONS:

- Five years of management experience in nonprofit administration.

- Bachelor's Degree, or equivalent workforce experience.
- Maintain a valid Oregon Driver's License and personal transportation.
- Pass required criminal background check.

ESSENTIAL FUNCTIONS:

- Coordinate the nonprofits corporate business as Board Secretary
- Coordinate the nonprofit's fiscal business as Board Treasurer
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Supports the philosophy and mission of the Charter School.
- Demonstrates appropriate collaboration and leadership skills.
- Provides for the health and safety of students in all school settings.
- Good communication, organization and computer skills.

GENERAL RESPONSIBILITIES:

- Directs and/or performs the administrative and record keeping functions for the Crater Lake Charter Academy Board of Directors.
- To keep full and complete record of the proceedings of the board of directors;
- Provide direction to the School's staff in keeping minutes of Board meetings, sending announcements to all stakeholders, and performing other duties as required.
- To countersign all papers and instruments in writing that may require the signature of the Secretary;
- Document Board's procedures and guidelines.
- General to do and perform all such duties as may pertain to his/her office and as may be required by the board of directors, and as may be given or imposed by law upon the Secretary of Board of Directors, provided such powers and duties are not inconsistent with the Bylaws of this organization;
- To attend all board of director meetings
- If the Board Chair, or in his/her absence or disability, the Vice Chair, shall fail or refuse to call a meeting of the board of directors upon the written request of a majority of members of the board of directors it shall be the duty of the Secretary to call such meeting to order.
- Perform other responsibilities as requested or required.
- Reviews financial reports and offers advice and expertise to the Director.
- To keep safely all moneys of Crater Lake Charter Academy
- To assist the Director of the School in the preparation of the annual operating budget for board approval;
- Present annual budget to the Director for consideration and assist with the presentation of the annual budget to the Director, Budget Committee and Board of Directors;
- Monitors School expenses to ensure adherence to the approved operating budget. Conducts financial analysis of current and estimate future expenditures;
- To supervise the keeping of the accounts and books of the School;
- Presents monthly financial reports at the board meetings;
- Provides financial guidance to the Director as well as the Board of Directors;
- To do and to perform all such other duties as pertain to his/her office and as may be required of him/her by the board of directors.