



Job Posting:

School Systems Specialist

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: Crater Lake Charter Academy

POSITION: School Systems Specialist

COMPENSATION: Pay Rate: \$31,400- \$35,352, depending on experience

HOURS: Full Time (40 hours per week / 220 days per year)

OPENING DATE: February 25, 2019

APPLICATION PROCEDURE:

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

CLOSING DATE: May 15, 2019, or until filled

POSITION START DATE: July 24, 2019

EMPLOYER WEBSITE: www.craterlakecharter.org/employment

PURPOSE: The School Systems Specialist coordinates office and clerical support to assist with the efficient operation of the school. There are a wide variety of complex duties in the fast-paced office that require knowledge and experience in office procedures and office machines, along with specialized training in computers.

REPORTS TO: School Administrators

ASSIGNMENT: School Offices

QUALIFICATIONS:

- High school diploma or equivalent.
- Maintain a valid Oregon Driver's License and personal transportation.
- Demonstrate keyboarding, record keeping and filing skills.
- Experience in using various computers and computer programs.

ESSENTIAL FUNCTIONS:

- Coordinate with office and clerical support to assist with the efficient operation of the school.
- Ensure that all activities conform to school guidelines.
- Communicate effectively with staff and community.
- Appropriately operate all equipment as required.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Support a positive learning environment and respond to the individual needs of students.
- Support the philosophy and mission of Crater Lake Charter Academy.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Must work in noisy and crowded environments.

GENERAL RESPONSIBILITIES

- Prepare and maintain each student's academic and confidential file.
- Record the grades and maintain files on off-site students.
- Maintain immunization history on each student.
- Request and obtain records for new students.
- Maintain any demographic data on students.
- Maintain the records on Driver's Education, GED notifications, request for student academic records, request for transcripts and release from compulsory education requests.
- Supply the School Office with accurate student count information on a monthly basis.
- Prepare necessary student, staff and state reports.
- Provide staff with necessary student data.
- Provide scheduling data and assist in the scheduling process.
- Respond to all daily correspondence.
- Work with staff to assist student applications to post-secondary institutions.
- Respect all information as confidential and control the flow of access to the files, grade books, etc.
- Order necessary supplies.
- Maintain an orderly filing system and necessary records.
- Respect confidential information.
- See that school policies are observed at all times.
- Keep abreast of new information, innovative ideas and techniques.
- Work effectively with students, staff, parents, community agencies and other groups.
- Other duties as assigned by the school administrators.