



Job Posting:

Coordinator: Secondary Education

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 a physical learning center. There are over 300 students enrolled at CLCA, from kindergarten through high school, who are supported by a team of professionals, both certified and paraprofessionals.

POSITION: Coordinator: Secondary Education

COMPENSATION: \$56,913 to \$64,389 (Depending on work experience)

HOURS: Full Time (40 hours per week / 260 days per year)

OPENING DATE: March 13, 2020

APPLICATION PROCEDURE:

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

CLOSING DATE: Open until filled

POSITION START DATE: July 1, 2020

EMPLOYER WEBSITE: www.craterlakecharter.org/employment

PURPOSE: Manage assigned academic programs so as to promote the education development of each student. To accomplish these tasks, the Coordinator will work closely with the staff and administration of the Charter School.

REPORTS TO: School Administrator

ASSIGNMENT: Secondary Center

QUALIFICATIONS:

- Hold current Oregon Teaching Certificate or Charter School Registration.
- Maintain a valid Oregon Driver's License and personal transportation.
- Designated as Bi-Lingual where appropriate.
- Pass required criminal background check.

ESSENTIAL FUNCTIONS:

- Facilitate daily learning center operations, coordinating with administrative and licensed staff.

- 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.
- Appropriately operate all equipment as required.
- Strong work ethic.
- Good communication, organization and computer skills.
- Support a positive learning environment and respond to the individual needs of students.
- Support the philosophy and mission of the Charter School.
- Maintains ethical standards of the Charter School and the State.

PHYSICAL REQUIREMENTS:

- May require prolonged sitting or standing, stooping, bending, reaching and kneeling.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.

GENERAL RESPONSIBILITIES: This position, with varying degrees of supervision, performs a variety of tasks. Some assignments may include assisting in instruction of students, as well as other specific duties. The duties may change regularly depending upon the individual needs of each location. This position also provides essential assistance to the everyday operations of the Charter School. An employee in this position is expected to exhibit a genuine liking and understanding of children and have the ability to use their own initiative in responding to the needs of the assignment. Specific duties will be identified individually based on the characterizes of the work needed at each location and may include the following:

- Interpret and administer the programs, philosophy and policies of the state and the school to the staff, students, and the community at large.
- Establish and maintain channels for communication and interaction between administration, staff, students, and parents.
- Assess and monitor the needs of students and the community and implement changes in schedules, curricular offerings and program(s) to meet those needs.
- Assist with program and staff evaluations and coordinate related in-service for the betterment of instruction.
- Provide consultation and leadership to individual students and student groups.
- Enforce faculty and student handbooks to assist in the implementation of Board policy.
- Assist with administration of a system dealing with student discipline that will ensure each student an equal right to learn.
- Coordinate curricular and extra-curricular/extra-duty assignments to provide the best possible over-all educational opportunities and supervision for our students.
- Perform such other tasks and assume other responsibilities as may be required to ensure an educational program that is beneficial to all students.
- Perform such other tasks and assume such other responsibilities as may be assigned by the Administration.

RATE OF PAY: According to the Board 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.

Crater Lake Charter Academy is an Equal Opportunity Employer, and in accordance with Federal and State legislation, including Title IX, title VIII, ORS 659.150, does not discriminate on the basis of race, sex, religion, age, national origin, disability or marital status in employment or educational programs.