



**Job Description:**

# **Assistant: School Support**

**THE SCHOOL**

Crater Lake 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, CLA has supported student development through a blend of an online curriculum system and a physical learning center. With a student enrollment of 375 students, CLA from kindergarten through high school, who are supported by a team of professionals, both certified and paraprofessionals.

**PROGRAM:** CLA School Campus

**POSITION:** Assistant - School Support

**COMPENSATION:** Pay Rate: \$15.05 per hour - \$18.79, depending on experience

**HOURS:** Full time (40 hours per week) 200 contract days per year.

**OPENING DATE:** October 1, 2021

**APPLICATION PROCEDURE:**

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

**CLOSING DATE:** Open until filled

**POSITION START DATE:** October 15, 2020

**EMPLOYER WEBSITE:** [www.craterlakecharter.org/employment](http://www.craterlakecharter.org/employment)

**ROLE:** Assistant (School Support Facilitator)

**PURPOSE:** The School Support Facilitator supports the running of the school's programs as well as assisting the work of the administrative team. To accomplish these tasks, the Facilitator will work closely with the administration and School Office Manager, and general school staff and families.

**REPORTS TO:** School Administrator

**ASSIGNMENT:** School Offices

**QUALIFICATIONS:**

- High school diploma or equivalent.
- Must have one of the following:
  - Completion of 2 years postsecondary study
  - hold an Associate's degree or higher
  - or be able to pass the school's assessment test of reading, writing, math and instruction.
- Maintain a valid Oregon Driver's License and personal transportation.

**ESSENTIAL FUNCTIONS:**

- Facilitate support for students through assisting the Administrative Team and Office Manager
- 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.
- 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 organization. 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:

- Manage School's front desk, including phones, emails and walk in traffic.
- Assist in the supervision of students in the front office, lunchroom, playground and other areas as directed, including coordinating the school's food service programs.
- Assist with student records management, including student cumulative files, online curriculum systems and special education files as needed.
- Assist with the management of student attendance systems, including identification badges, dropout recovery efforts and student weekly check-ins.
- Perform specific instructional or related tasks as directed.
- Attend staff meetings as requested.
- Maintain necessary records.
- Respect confidential information.
- See that Charter School policies are observed at all times.
- Keep abreast of new information, innovative ideas and techniques.
- Demonstrates positive work habits, timelines and dress and conducts in a professional manner.

- Works with, keeps and respects confidential information.
- Composes, types and copies correspondence, reports, bulletins, records and other materials.
- Achieves and maintains proficient levels of performance, as described in the Charter School evaluation policies and procedures and as communicated by the administration.
- Develops and maintains positive, appropriate professional relationships with students and reorganizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the School through consultation with support staff, attendance at building and School in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Other duties as assigned by the site administrator.

**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 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.*