

## **We are ROSE!**

The Rose Academies are public charter schools the Tucson community has trusted for over 20 years. We provide an alternative education setting in order to meet the unique demands of our students.

Students at the R.O.S.E.® Academies are part of a unique learning community that fosters growth in the academics so students will have the skills necessary for post-secondary success. Our curriculum includes how to learn strategies and techniques giving students control of their educational future.

## **Job Summary**

The ROSE Team is looking for a School Clerk.

## **Location**

Pima Rose Academy, 1690 W. Irvington.

## **Hours**

Monday -Thursday 1:45pm-10:15pm

Friday 8:00am-4:30pm

## **Essential Job Functions**

- Coordinate enrollment, discipline and student meetings for principals
- Schedule new student orientation
- Maintain the attendance information of the school
- Assist with Classroom Seating
- Coordinate school record requests with outside schools and districts
- Follow policies and procedures
- Work within a team
- Maintain confidentiality

## **Education Requirements**

- High School Diploma Required
- Obtain and maintain an Arizona IVP Fingerprint Clearance Card

## **Experience Requirements**

- Must possess excellent customer service, organizational, and communication skills
- Quick learner
- Strong interpersonal skills
- Confident and competent in technology

## **Benefits Package**

- Employer pays \$286.00 a month towards your single healthcare coverage
- Dental insurance
- Vision Insurance
- \$15,000.00 Life Insurance paid solely by Rose
- AFLAC
- Pet Insurance
- Long-Term Disability

Visit our website at [go2rose.com](http://go2rose.com)

ROSE is an equal opportunity employer, committed to the strength of a diverse workplace.