

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 Rd.

Hours

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

Friday 8:00am-4:30pm

Essential Job Functions

- Spanish Speaking
- 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

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