



## Phoenix School of Roseburg

3131 NE Diamond Lake Blvd, Roseburg, OR 97470 / phone: 541-673-3036 / web: [www.roseburgphoenix.com](http://www.roseburgphoenix.com)

### Front Office Assistant

#### **Summary:**

Phoenix School is recruiting a Front Office Assistant to work with our Support Staff team for customer service in our main office. Under general supervision, the Front Office Assistant will also perform a wide variety of clerical work and help with general processes and other clerical support for school staff. Position requires routine knowledge of computer office applications, data entry, and receptionist duties.

*Opening:* 2018-2019 School Year

*Application Period:* Accepting applications until filled

*Assignment:* Part-time (20 hours/week) following a 175 student days + 12 in-service/planning days (187 day) appointment following the school calendar.

*Salary:* \$10.50 to \$12.50 (DOE)

*Benefits:* Sick Leave/Personal Annually  
Life Insurance Coverage / Employee Assistance Program

#### **Position Requirements:**

- Possession of a high school diploma or equivalent.
- Must have a desire to work with high school students.
- Provide excellent customer service and communicate in a professional manner to all students, families, and partner organizations—in person, over the phone, and through email.
- Excellent oral and written communication skills and the ability to communicate in non-technical terms with a diverse population of staff and students.
- Regular and reliable attendance.
- Ability to work independently at times, show initiative, and communicate.
- Ability to work within a school, with youth, and as a team member.
- U.S. citizen, national or lawful permanent resident.
- Must successfully pass a fingerprint criminal history background check.
- Ability to successfully pass a drug screening test.
- Willing to obtain or currently hold a First Aid Card.

#### **Preferred Qualifications:**

- Demonstrated competence with at-risk youth and families
- Prior experience working within a school.
- A valid driver's license, clean driving record and ability to provide documentation.
- 21 years of age or older to meet driving insurance requirement.

#### **Duties & Responsibilities:**

- Assists in school offices in matters of routine clerical work including reception and telephone responsibilities.

- Creatively and collaboratively problem solve in their daily work with students, families, partner organizations, and coworkers.
- Uses appropriate technical office equipment and reproduces materials.
- Monitor, record data, and complete required documentation with professional quality and within specified timelines.
- Assists in matters of filing, sorting, data collection, and organizing materials.
- Answers correspondence not requiring the supervisor's attention.
- Function effectively as a member of a team.
- Administer first aid and medications to students as required.
- Provide outreach for students that have not been attending school.
- Sorts and determines the routing of mail.
- Fulfills other related duties as assigned or assumed.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of this job.

- Vision abilities: close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Regularly required to sit for 1-3 hours; stand/walk/move around for 6-8 hours.
- Regularly required to talk and hear.
- Regularly required to use hands and fingers, handle or feel objects, tools or controls.
- Regularly lift, move or carry up to 25 pounds; occasionally lift, move or carry up to 50 pounds.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with the hands and arms, stoop, and/or bend.
- While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment could be low to moderate. The employee’s work is most frequently indoors, but occasionally requires going outdoors in the weather to pass from building to building and drive from community sites.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Phoenix School of Roseburg may add to, modify, or delete any aspect of this (or the position) at any time as it deems advisable.

**Phoenix School Info:**

Originally established in 1981 as an alternative school, Phoenix Charter School is an award-winning public school in the Roseburg School District and is open to all students in Douglas County. Serving an enrollment of 200 at-risk students, grades 9-12. Our school has a designed facility sited on a picturesque twelve-acre campus in east

Roseburg, OR. We have outstanding community support and are recognized regionally for our innovative approach with Career & Technical Education and Trauma Informed Communities. Phoenix is a charter high school provided by the Phoenix School of Roseburg, a private non-profit youth development organization.

Phoenix is a great school for teachers and administrators seeking to make a difference. Class sizes are small (average 20 students) and teacher and administrator creativity is supported in the spirit of improving our student's lives and academic achievements. Many staff members have a long history working at Phoenix and know that they make a difference and are appreciated by students, their peers, our board, and the community.

Roseburg is the service center of rural Douglas County located on I-5 just over an hour south of Eugene and situated just over an hour from the Cascade Mountains to the East, the Oregon Coast to the West, and Rogue River/Southern Oregon to the south. For those who love outdoor recreation and a great place to raise children, Roseburg has much to offer. For more information check out the Roseburg Visitors Center and Chamber of Commerce's website at [www.visitroseburg.com](http://www.visitroseburg.com) and <http://www.theumpqualife.com/>.

Phoenix Charter High School is a subsidiary corporation of Phoenix School of Roseburg, a private, non-profit charitable organization. Information is available at our website at [www.roseburgphoenix.com](http://www.roseburgphoenix.com)

**Application Process:**

Apply on-line through <https://roseburg.cloud.talentedk12.com/hire/index.aspx>

1. A scheduled visitation is encouraged!
2. The school will provide timely notification to candidates whether they are selected for an interview.
3. After an initial round of applicants are interviewed, the position will be offered or remain open until filled.

***We look forward to your application and thank you, in advance, for your interest in Phoenix School of Roseburg.***