

## **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 Instructional Aide.

### **Location**

Mountain Rose Academy, 3686 W. Orange Grove Ste. 180

### **Hours**

8:00am-5:30pm, Monday - Thursday

8:00am-2:30pm, Fridays

### **Essential Job Functions**

- Assists in the promotion and maintenance of a positive school climate
- Supports administration, teachers and lead teacher in floor management and various assigned projects and/or tasks.
- Serves as a consistent proctor throughout the school day.
- Monitors teacher classrooms and student behavior.
- Reports to Assistant Principal on compliance activities.
- Provide effective and efficient customer service to all students, parents, staff and outside agencies.
- Coordinates with clerks and/or schedules IEP/MET/504 meetings and related services.
- Coordinates with clerks and/or drafts IEP/MET/504 meeting notices.
- Helps proctor and manage student testing.
- Assumes front desk position when clerk is absent or additional assistance is needed for front desk projects and multiple assignments.
- Supports new student orientation process.

### **Education Requirements**

- Bachelor's Degree Preferred
- 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 towards your monthly 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.