

Desert Rose Academy is an innovative alternative charter high school dedicated to providing a supportive student-centered blended learning environment for diverse learners, including those who may have struggled in traditional school settings since 2000.

Our mission is to Honor the Promise of Education by:

- Teaching students the fundamental skills needed to graduate high school, transition into continuing education or college, and explore career choices
- Expanding how students learn how to think
- Creating life options/opportunities for each graduate

We are seeking a passionate and dedicated **Evening School Clerk** to join our team.

Location & Hours

Desert Rose Academy, 326 W. Fort Lowell Road Tucson, AZ 85705

Monday-Thursday: 11:45 am – 8:15 pm

Friday: 8 am – 4:30 pm

Starting Salary

\$15.00/hr.

Essential Job Functions

- Coordinate enrollment and student meetings for principals
- Administrative support
- 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

Job Requirements

- High School Diploma
- 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 monthly toward your single healthcare coverage
- Dental insurance
- Vision Insurance
- \$15,000.00 Life Insurance paid solely by Rose
- Long-Term Disability
- AFLAC

- Pet Insurance

Visit our website at go2rose.com to learn more about our schools.

An equal opportunity employer, committed to the strength of a diverse workplace.