

## Join Our Team

*"RMSEL scholars will demonstrate pride and ownership as they grow into responsible citizens, who strive for high academic achievement and character excellence. RMSEL staff will equip our students with tools for success in order to make a positive impact on our local and global community. Through our actions, our community will exemplify Expeditionary Learning."*



### Academic Secretary

The Rocky Mountain School of Expeditionary Learning (RMSEL) is looking for a dedicated Academic Secretary to join our office staff. This position works collaboratively with the Enrollment Coordinator. This position is contracted for 215 days, with a start date of January 6th, 2025. Salary range is \$44,000 - \$54,000..

### Background

RMSEL is a public, K-12 school of choice serving students from five Denver-area school districts: Aurora, Cherry Creek, Denver, Douglas County, and Littleton. The school, founded in 1993, is a learning community designed around multidisciplinary, integrated learning expeditions. Expeditionary Learning places emphasis on high academic achievement as well as on character development. We believe that, given the right support and a caring and compassionate learning environment, all students can and want to learn. Our standards-based portfolio assessment system makes explicit the criteria by which success can be measured and documents the accomplishment of high academic and character standards.

Staff members at RMSEL are expected to participate in a community of shared leadership—caring for students and assisting students in service, travel, and fieldwork.

### Responsibilities

- \* General reception, secretarial, and clerical duties
- \* Student attendance \* Student health records \*
- Administration of student medications \* Health Assistant to students \* Management of substitute teachers \* Assistance with fieldwork / crew trip logistics \* Maintenance of student records \*
- Assistance with annual student registration \*
- Coordinate vision and hearing screening \*
- Coordinate student and staff photos \* Other duties as assigned.

### Requirements

- \* Minimum of a high school diploma
- \* Experience working in a school office preferred
- \* Strong experience with Infinite Campus, Microsoft Word, and Excel
- \* Must be able to work well with students, parents, and staff members, and deliver quality customer service
- \* Must be well organized and detail-oriented
- \* Excellent written and verbal communication skills are essential
- \* Must be able to work in a fast-paced environment while carrying out multiple tasks.

### Benefits

RMSEL values its amazing team of staff members. Staff members at RMSEL receive:

- \* A learning environment that empowers students to connect content and curriculum outside of the classroom through engaging fieldwork experiences
- \* The opportunity to work with a team of professional educators that values relationships with colleagues and students
- \* A supportive and invested parent community
- \* A positive school culture tied to our mission and vision
- \* A leadership team that values staff and students \*
- Competitive health, dental LTD/life, and PERA retirement benefits
- \* A community that values their work while having fun doing it!

### Apply

Interested candidates should email a letter of interest, resume, and 3 professional references directly to RMSEL via: [jobs@rmsel.org](mailto:jobs@rmsel.org)

**Please, no phone calls.**

**Deadline for application** is August 31st, or until filled.