



PORT ORFORD - LANGLOIS SCHOOL DISTRICT 2CJ

Aaron Miller, Superintendent

District Office
45525 HWY 101
Sixes, OR 97476

District Mailing Address
P.O. Box 8
Port Orford, OR 97465

JOB VACANCY

Position: Summer Office Manager

Effective: Tentatively June 23rd - August 7th, 2025 (final hours will be determined by summer program schedule)

Building: Driftwood Elementary School

Hours: Monday - Thursday, 8 am - 1 pm on program running days

Wages: \$30.00 (grant funded, temporary, no benefits)

Job Goal: The Driftwood Summer School program provides enrichment to children of the Port Orford-Langlois School District. Work will include: contacting parents with summer camp details, being the first point of contact for parents and students as they come into the building, clerical work to help summer programs run smoothly, and assisting with ordering when relevant. Program hours are 8 am to 1 pm, Monday - Thursday. Additional hours may be needed for planning setup, including pre-planning sessions during the school year.

Responsibilities:

- Maintaining open communication with Parents and Staff
- Follow the classroom schedule. Ensure that Instructional Assistants follow the classroom schedule as agreed on with the Summer Coordinator
- Maintain confidential records such as attendance, student observations, and parent communications
- Maintain a positive and safe environment that is conducive to learning, and that guides and supports the transition into the next grade level
- Follow grant requirements lined out by the Summer Program Coordinator and Administration
- Assist the Summer Program Coordinator with grant paperwork and parent communications

Qualifications and/or Requirements (include):

- Knowledge of Synergy and Remind, as well as other school office software
- Comfortable working and communicating with staff, students, and parents
- Organization skills
- Previous experience working as an office manager in the education field
- Knowledge of modern office methods, practices, and procedures; ability to work efficiently under pressure

Reports to: Summer Program Coordinator and School Administration

Supervises: Instructional Assistants

If you are interested, please contact Stephanie Griffith at stephanie.griffith@2cj.k12.or.us or (541) 348-2455.

Please apply by 5:00 pm, February 28th, 2025 for full consideration.