



1047 Golden Gate Ct, Rock Hill, SC 29732
803-324-4400 phone 866-496-2083 fax

YORK PREPARATORY ACADEMY South Carolina Public Charter School District

TITLE:	Kindergarten Assistant
POSITION TYPE:	Non-Exempt
AGREEMENT TERMS:	12 month agreements (August – July) 185 Days
SALARY/RATE:	Determined by Experience
REPORTS TO:	Building Principal

GENERAL SUMMARY

Every YPA Teacher is responsible for sustaining and improving excellent academic results for students. YPA Teachers align classroom instruction with the YPA Charter and expectations.

RESPONSIBILITIES

- To assist certified professional staff with students in classroom to meet instructional goals and objectives
- Assists and guides students to reinforce reading, language arts, mathematics, computer instruction, and other skills
- Works with students individually and in small groups to reinforce basic learning and implement assigned programs
- Assists professional staff in the administration and correction of classroom exercises, tests and assessments
- Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs
- Assists with record-keeping procedures to document student learning and performance
- Assists with classroom behavior management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task
- Assists students in non-instructional areas
- Accompanies students on field trips for the purpose of assisting with supervision
- Constructs, copies and distribute and use educational materials as needed
- Assists students with special needs in all aspects of classroom instruction to maximize inclusion, learning, achievement of IEP objectives, etc.
- Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs
- Other duties as assigned by the Building Principal

MINIMUM QUALIFICATIONS

Education	High School Diploma required; Two Year Associate's Degree Preferred in Early Childhood Education or related area
Skills/Efforts	Ability to carry out instructions furnished in written and oral form. Ability to maintain confidentiality of information regarding students. Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
Working Conditions	Classroom environment. Activities require movement/lifting items weighing up to 50 pounds.

York Preparatory Academy is an Equal Opportunity Employer.