



**YORK PREPARATORY ACADEMY**  
**South Carolina Public Charter School District**

<b>TITLE:</b>	<b>Virtual SC Student Support Assistant</b>
<b>POSITION TYPE:</b>	Exempt
<b>AGREEMENT TERMS:</b>	12 month agreements (August – July) 190 Days
<b>SALARY/RATE:</b>	Based on experience
<b>REPORTS TO:</b>	Building Principal

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**GENERAL SUMMARY**

*To provide assistance to teachers and administrators with students enrolled in Virtual SC. Monitor classes and assist students with testing, job shadowing and student volunteer opportunities. Facilitate communication between families and teachers.*

**RESPONSIBILITIES**

- Develop strategies and services to support students enrolled in Virtual SC.
- Meet regularly with Virtual SC students to offer encouragement and academic strategies to support completing assignments and academic success.
- Monitor four classes for students who have open blocks, and students who have Virtual SC during the identified block.
- Assist in event planning (Breast Cancer Awareness, Patriot 5k, Homecoming, Career Fair, Prom & Graduation Committee and any other school-wide events).
- Assist with the Advisory curriculum, testing, job shadowing and student volunteer opportunities.
- Serve as back-up for the front desk receptionist.
- Assist and help teachers and administrators enhance home/school communication for struggling students. Facilitate communication between families and teachers as needed.
- Maintain accurate records and documentation.
- Demonstrate flexibility in duties.
- Promote and maintain a safe and healthful environment in the classroom and building.
- Be knowledgeable of, and adhere to, all procedures and practices contained in the current employee, student and parent Handbooks.
- Other duties as assigned by the Building Principal.

**MINIMUM QUALIFICATIONS**

**Education**

**High School diploma required.**

**Skills/Efforts**

Demonstrate a commitment to excellent judgment, and a strong aptitude for organization, planning and execution.

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**

Office and classroom environment with limited exposure to outside conditions. Activities require movement/lifting items weighing up to 50 pounds.

*York Preparatory Academy is an Equal Opportunity Employer.*