



YORK PREPARATORY ACADEMY
South Carolina Public Charter School District

TITLE:	After School Assistant/Patriot's Promise
POSITION TYPE:	Non - Exempt
AGREEMENT TERMS:	12 month agreement (August – July) (Part Time Monday-Thursday 2:30 pm – 6:00 pm Friday 1:00 pm-6:00 pm during school)
SALARY/RATE:	\$15.00/hour
REPORTS TO:	After School Coordinator

GENERAL SUMMARY

To provide care for students that attend the Patriot's Promise After School and Summer Camp Program.

RESPONSIBILITIES

- Assist students with lessons and homework assignments.
- Plan activities for outside activities and games and coordinate with students.
- Assist Coordinator with planning for each week of study and activities.
- Complete appropriate training for position and follow instruction.
- Stays mentally alert. Applies knowledge applicable on the job.
- Supports Coordinator in maintaining order and discipline with students to accomplish the expected results from the program.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education	High School Diploma or equivalent
Experience	No experience required
Skills/Efforts	Creates a positive work environment. Communicates well with students, faculty and other staff members. Follows instructions quickly and accurately. Dependable.
Working Condition	Office environment with exposure to outside conditions. Office activities could require movement/lifting items weighing up to 50 pounds.

York Preparatory Academy is an Equal Opportunity Employer.