



Upstate Homeschool Co-op

In accordance with the UHC Mission Statement and Statement of Faith, a UHC staff member must have a personal relationship with Jesus Christ, and a commitment to uphold the principles and directives of each of these statements as they relate to both their private and professional lives.

Job title: Parent Assistant Service Hours Coordinator

Work Location: UHC Campus, Greenville, SC or Spartanburg, SC

Division/Department: Support Staff

Reports to: Executive Director

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

Manages parent assistant hours and schedules for all UHC families and levels to include Elementary, Middle, and High School as follows:

- Ensures adequate staffing for all parent assistant positions
- Develops and maintains appropriate records of parent assistants
- Attends all open enrollment days and meets with parents to discuss parent assistant program
- Maintains a list of parent assistants who are available to sub year round
- Coordinates with Directors as needed on specific parent assistant positions to ensure the skill set requirements are met
- Communicates sub pay information to the Financial Coordinator
- Communicates with parent assistants when additional sub positions become available

Education and/or Work Experience Requirements:

- Preferred B.S. degree Administration or a related field
- 2 to 3 years of administration experience helpful
- Ability to maintain strict level of confidentiality
- Excellent verbal and written communication skills
- Exhibit a friendly and approachable demeanor
- Ability to establish and maintain cooperative and effective working relationships with others in a team environment
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Ability to maintain a steadfast approach in a fast-paced school environment
- Must be flexible
- Should enjoy and be able to empathize with people's situations while upholding UHC policies
- Perform all other related work delegated or required to accomplish the objectives of the co-op

Physical Requirements:

- Ability to safely and successfully perform the essential job functions including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance
- Must be able to lift and carry up to 10 lbs
- Regularly required to sit, stand, walk, talk, hear, operate a computer, and other office equipment

Print Employee Name:

Employee signature:

Date: