



Pine Springs

PREPARATORY ACADEMY

JOB DESCRIPTION

TITLE	Remote Academy Operations Support
REPORTS TO	Principal – Blended and Virtual Academy
JOB FUNCTION	Pine Springs Preparatory Academy is seeking a full-time administrative support person to assist our Remote Academy options with various record-keeping, billing, student success monitoring, and student data management tasks.
LOCATION	Position will split time between PSPA's main campus in Holly Springs, NC and our Blended Academy site located in Apex, NC.

QUALIFICATIONS	<ul style="list-style-type: none">• Personal qualities that exemplify PSPA's emphasis on our core values.• Strong interpersonal and communication skills.• Possesses a growth mindset and positive attitude.• Maintains punctuality and consistent attendance.• Skilled in keeping accurate financial records, confidentiality of student information, attendance records, computer savvy, and knowledge word processing, spreadsheets, databases, email, and other Internet applications.• Values a collaborative approach to work.• A "whatever it takes" attitude and positive disposition.• High level of energy, enthusiasm, flexibility, and spontaneity.• Prior experience in a school-based workplace preferred.
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RESPONSIBILITIES	<ul style="list-style-type: none">• Student Information System (SIS) support for remote academy students• Monitoring student success (attendance and truancy monitoring, student progression and success in courses)
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	<ul style="list-style-type: none">• Outreach to Virtual Academy teachers and admin team as needed• Assist with the billing of school districts for Virtual Academy students and monitoring thereof• Coordinates opportunities for collaboration between remote and traditional students• Other duties as assigned for the success of our remote academy options
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TERM OF EMPLOYMENT	12-month work year.
COMPENSATION	Salary will be determined based on PSPA budget and experience. PSPA offers a 401k program with a board matching percentage and health coverage options.
ADDITIONAL DETAILS	<p>Please provide the following:</p> <ul style="list-style-type: none">• A cover letter detailing the candidate's desire to join the founding team at Pine Springs Preparatory Academy. Be sure to highlight the talents you can provide to our school and school community.• A recent, up-to-date resume including salary requirements.• The names and contact information of at least three references. <p>The above items should be emailed to:</p> <p>Michelle Alharoon Principal – Blended and Virtual Learning malharoon@pinespringsprep.org</p> <p>If Pine Springs Prep wishes to follow up with a candidate after review of application materials, the candidate will be contacted for an interview.</p>