

**ASCENSION VIRTUAL ACADEMY
JOB DESCRIPTION**

Title: **VIRTUAL ACADEMY PROCTOR**

Reports to: Ascension Virtual Academy Board

The AVA Proctor will faithfully support AVA's mission and Statement of Faith in preparing the hearts and minds of students in partnership with the home and church for service in God's world. It is the AVA Proctor's responsibility to carry out the policies of the School Board as they relate to the function of the school, to the classroom, and to their association with students and parents.

Job Objectives:	Monitors and supervises students while they are in the Ascension Virtual Academy (AVA) learning center space. Maintains an environment in the learning center that is conducive to students completing their academic work.
Minimum Qualifications:	<ul style="list-style-type: none">• Associate's degree. Bachelor's degree preferred.• No experience required. One year experience providing general supervision to students or within a classroom environment preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Complies with drug-free workplace rules and Board policies.
Responsibilities and Essential Functions:	The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
Student Supervision	<ul style="list-style-type: none">• Monitors and supervises students. Ensures that students have books and class assignments.• Monitors student computer usage, assignments, and missing work.• Ensures that students maintain focus; provides guidance, communicates high expectations, and takes an active interest in the progress of students.• Authenticates student requests to go to other locations (i.e. administration, other teachers, the office, etc.). Keeps track of the location of each student assigned to the learning space.• Determines seat assignments or allows students to choose seats.
Culture & Atmosphere	<ul style="list-style-type: none">• Develops respectful relationships with each individual student, facilitates opportunities for spiritual, academic, and behavioral growth from a Christ-centered Biblical worldview.• Maintains a quiet, orderly, and productive classroom environment in accordance with school and classroom policies, procedures, and attendance standards.• Wears appropriate work attire and maintains a neat appearance.
Academic Support	<ul style="list-style-type: none">• Facilitates help for students with questions and provides guidance for students requiring additional educational help. May provide additional activities for students.• Assists school resource office and building administration in working with students.
Enforcing Guidelines and Rules	<ul style="list-style-type: none">• Maintains high standards and upholds the student conduct code. Addresses concerns with students. Informs AVA Board and administration of persistent behavior problems. If needed, completes behavior sheets and documents behaviors.• Upholds Board policies and follows administrative procedures.• Complies with regulatory requirements and completes trainings.

Promotion & Communication	<ul style="list-style-type: none"> • Promotes a favorable image of Ascension Academy and the AVA High School option. Hosts Open House events for prospective families. • Provides weekly or monthly newsletters, annual report, and maintains website. • As needed, communicates with parents and online teachers. May need to monitor particular online classes until assured that student is on track.
Record Keeping	<ul style="list-style-type: none"> • Takes attendance/logs visits. Maintains accurate records. Submits reports on time. • Maintains work log to track resource-related hours.
Facilities/Physical Environment	<ul style="list-style-type: none"> • Takes precautions to ensure staff/student safety. Completes first aid reports and submits to administration as needed. Does not leave students unsupervised. • Duties likely to include janitorial types of work as the learning space is not currently staffed by janitorial service. May include purchasing items (e.g. soap, paper products). • Promotes the proper use and care of school property. Controls student access to lockers, toilet rooms, etc. Includes maintaining facility security.
Other	<ul style="list-style-type: none"> • Performs other specific job-related duties as laid out by the AVA Board.

Abilities Required:	<p>The following characteristics and physical skills are important for the successful performance of duties.</p> <ul style="list-style-type: none"> • A clearly articulated testimony of personal faith in Jesus Christ as Savior along with weekly in-person attendance in a Christian church. • Demonstrates professionalism. Includes punctuality, consistency, personal responsibility, resourcefulness, and resilience. • Performs prescribed activities efficiently without supervision. • Reacts productively to interruptions and changing conditions. • Effectively writes and uses verbal and nonverbal communications skills. Effectively listens, communicates and collaborates with students, faculty, staff, and administration. • Completes paperwork accurately. Verifies and correctly enters data. • Exercises self-control and perseverance when dealing with students. • Keeps all student/teacher information strictly confidential. • Has working knowledge of MS Office Suite or equivalent. Adobe or Canva experience helpful. • Must be able to lift up to 15 lbs. at a time.
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Working Conditions:	<p>Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.</p> <ul style="list-style-type: none"> • Duties may require standing, lifting, carrying, and moving work-related supplies/equipment. • Duties require working during the school day with additional promotional events.
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Performance Evaluation:	<p>Job performance is evaluated according to the policy provisions adopted by the AVA Board.</p> <p>This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.</p>
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