

After-School Educator – School Year Position

About Us: A non-profit organization founded in 1984, Sudbury Extended Day (SED) has been the exclusive before and after school program for the K-8 students of Sudbury Public Schools. While not part of the Sudbury Public School system (SPS), SED helps to support the development and learning of SPS students. In partnership with SPS, each of the six program sites are provided a secure and dedicated space so that students may experience additional growth through our enriching play-based child care program. With an average teacher tenure of 13+ years, SED provides a true community within Sudbury, fostering strong relationships with students and their families.

About the Role: Sudbury Extended Day is hiring for the after-school program at our five elementary locations as well as our middle school site. This is a part-time, hourly afternoon position with additional benefits available to our employees including: PTO and paid holidays, flexible spending accounts, retirement account with company match, paid training and tuition reimbursement. Plus, you can have your summers off!

Essential Responsibilities:

- Reports to the Site Coordinator/Assistant Site Coordinator
- Prepares the site for student arrival; assists with attendance when students arrive to the program
- Engages with students in the program through age-appropriate arts and crafts, free play, outside recess and gym time
- Ensures the physical and emotional safety and well-being of all students in our care
- Mentors students seeking support as they navigate new or challenging situations
- Supports the teaching team with all tasks as needed
- Completes required annual training per EEC guidelines
- Abides by all guidelines as outlined in the SED Handbook
- Supports the vision of SED by committing to additional projects that benefit the students, families, and the organization

Sudbury Extended Day, Inc.
365 Boston Post Road, Suite 209 Sudbury MA 01776
(978) 443-5829

director@sudburyextendedday.org

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Qualifications:

- CORI clearance, fingerprinting and full background check required
- Flexible team player who demonstrates respect, kindness and empathy while engaging with students in a fast-paced environment
- Experience working with children is a plus; desire to work with children is required
- Demonstrates a willingness to learn, be self-reflective and take accountability

Terms:

This is a part-time, afternoon school-year position (10 months)
Weekday schedule, Monday through Friday
Elementary On-site hours 1:45 – 6:15 pm
Middle School On-site hours 2:30 – 6:15
Longer shifts/earlier start time on Early Release Wednesdays (19x/year)

Location:

Sudbury, Massachusetts. Locations are not accessible via public transit; applicants must have reliable transportation

Salary/Rate:

Starting rate is currently \$20.00 per hour; higher compensation available to qualified candidates with education degrees and/or school-aged childcare experience.

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