

## **Assistant Site Coordinator – 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:** We seek an experienced, caring, and enthusiastic individual for whom school-aged child care is a passion! The Assistant Site Coordinator assists the Site Coordinator in managing one of our six sites to ensure students are receiving the best child care possible. This is a salaried position, reporting to the Site Coordinator and Program Director. Additional benefits include: PTO and paid holidays, health insurance, dental insurance, flexible spending accounts, retirement account with company match, paid training, and tuition reimbursement. And, you have summers off!

### **Essential Responsibilities:**

- Acts as the secondary point of contact at the site for families, SPS administrators and staff, and SED team members
- Supports the Site Coordinator in the management of the program and site, sharing in the following responsibilities:
  - Manages team of educators and assistant educators, including onboarding, mentoring and development. Also contributes to performance evaluations.
  - Monitors site to ensure compliance with all EEC requirements: annual paperwork, attendance records, student files, daily staffing and coverage
  - Assists in oversight of the daily site operations; plans activities and enrichment in collaboration with educators
  - Develops thematic aspects of program, including early release days
  - Manages the site budget and supplies; ensures site is fully stocked to provide for students, and provides detailed expense receipts for all purchases
  - Supports management of PTO requests and timecard approvals for payroll
  - Ensures the physical and emotional safety and well-being of all students in our care; adapts programming and approaches to meet the needs of students
  - Acts as a mentor to students as they navigate new or challenging situations
  - Supports the vision of SED by committing to additional projects that support the organization

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## **Requirements:**

- Per EEC and SED Guidelines, an Assistant Site Coordinator must meet the following minimum requirements:
  - Must be at least 18 years of age.
  - Have a Bachelor’s Degree in education or related field and six months experience with school-age children; OR
  - Have an Associate’s Degree in education with nine months of experience; OR
  - Have a HS diploma or equivalent, and one year experience working with school-age children.
- CORI clearance, fingerprinting and full background check.
- Attend required company sponsored trainings, per EEC guidelines, and all leadership meetings - including those that fall outside of the 180-day program year.
- Must be able to clearly communicate with students, parents, team members and administrators
- Strong attention to detail and proficient in MS Office, particularly Word and Excel, with a demonstrated ability to learn new software and computer platforms as required for the program
- Completes all required annual training per EEC guidelines
- Abides by and enforces all guidelines as outlined in the SED handbook

**Terms:** This is a full-time, school-year position (10 months)  
Weekday schedule, Monday through Friday  
On-site hours for the afternoon program: 1:45 – 6:15 pm or 11:00 am arrival on Early Release Wednesday  
Summer hours required for necessary training and site preparation at the beginning and end of each program year

**Salary/Rate:** \$40,000 - 45,000 annual salary, based on experience  
Minimum 30 hours per week when in session for the 180-day program year

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