

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 Site Coordinator manages one of our six sites and manages a team of teachers to ensure students are receiving the best after-school care possible. This is a salaried position, reporting to the Program Director and Executive 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 primary point of contact at the site for families, SPS administrators and staff, and SED team members
- Provides oversight of the day to day program to ensure the physical and emotional safety and well being of all students in our care. Ensures site compliance with all EEC regulations, particularly student files and attendance records
- Demonstrates flexibility in leadership, with the ability to self-reflect and take accountability
- Acts as a team player who demonstrates respect, kindness and empathy while managing both a team of educators and students in a fast-paced environment
- Completes required observations and annual performance evaluations for each educator working at their designated site
- Manages the onboarding and mentoring of new employees
- Abides by and enforces all guidelines as outlined in the SED Handbook
- Collaborates and communicates with the administrative team on timecard approvals for payroll and PTO requests
- Organizes crafts and enrichment activities in collaboration with their team; is able to adapt programming and approaches when necessary to meet the needs of all students
- Manages the site budget and supplies and provides detailed expense receipts for all purchases

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

kristen@sudburyextendedday.org

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Requirements:

- Per EEC and SED Guidelines, a Site Coordinator must meet the following minimum requirements:
 - Must be at least 20 years of age.
 - Have a Bachelor’s Degree in education or related field and nine months experience with school-age children; OR
 - Have an Associate’s Degree in education with twelve months of experience; OR
 - Have a HS diploma or equivalent, and at least two years’ 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: \$52,000 – \$56,000 annual salary, based on experience
Minimum 35 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.

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