

Location: A-B Community Education - Extended Day Program

Title: Extended Day Assistant Site Coordinator

Date Available: 8/20/2025

Position Type: Benefitted (35 hours/week), school year only (200 days)

Salary: \$35,847 - \$41,176, depending on education and experience

Extended Day Assistant Site Coordinator - Kindergarten (35 hours/week)

Acton-Boxborough Extended Day seeks a qualified Assistant Site Coordinator for the 2025-26 school year!

This individual will be responsible for leadership of a group of students. Our ideal candidate is knowledgeable in school age child development, possesses strong large group management skills, and is comfortable in a position of leadership among staff. Desire to work in a fast-paced environment is a must!

Hours:

This is a salaried 200 day position, with the expectation that staff will be required to work an average of 35 hours weekly to accomplish all responsibilities. It is expected that the chosen candidate will be present at their site from 7:00 - 9:00 a.m. Monday through Friday mornings as well as 2:30 - 6:00 p.m. Monday, Tuesday, Thursday, and Friday afternoons, and 12:00 - 6:00 p.m. on Wednesdays. (Note: Depending on circumstances, we may have flexibility with the above hours.) The remaining hours will be used to perform all administrative responsibilities associated with the day-to-day operations of the program as detailed below.

Benefits:

- This is a salaried, benefits-eligible position. To learn more about benefit offerings, [please visit our website](#). Here are some highlights:
 - Superb health, dental, and vision insurance options
 - Retirement pension plan through Middlesex County Retirement System
 - Ample time off: 10 sick days and 2 personal days annually
- This is a 200 day position, starting one week prior to school's opening in August/September (for 2025-26, this will be 8/20/2025) and running through school's

closure in June. This includes 180 school days, 12 paid holidays, 5 days prior to the start of school, the day following the last day of school, and 2 days to be scheduled at the department's discretion. Enjoy holidays, school vacation weeks, and most of your summer off!

Responsibilities:

- Assists the Site Coordinator in the planning and implementation of the Extended Day Program at their building. Is responsible for overseeing a group of children and staff daily.
- Serves as Extended Day Site Coordinator when a substitute is required.
- Meets with the Site Coordinator daily to plan, share observations, and ensure smooth day-to-day operations of the program. Brings escalated issues to the attention of administration promptly.
- Assists in handling on-site emergencies regarding health and safety.
- Attends monthly senior staff meetings.
- Assists in supervising site staff, sharing observations of staff members and providing feedback as needed. Provides guidance and direction to site staff on a daily basis. Enlists the participation of other staff using a team approach.
- Assists in planning and conducting bi-weekly site staff meetings; responsible for taking attendance and minutes, then filing in site central log.
- Establishes and maintains positive communication with parents.
- Shares information about student progress as well as challenges and development areas with professionalism. Forms partnerships with parents.
- Assists in writing monthly newsletters and conducting outreach to new families.
- Serves as an in-ratio educator and is actively engaged with students during program hours. Establishes strong relationships with children at the site.
- Manages student behavior in an appropriate, positive, and consistent manner. Shows patience, compassion, and understanding to children.
- Maintains a current knowledge of school-age child development as well as developmental differences; is able to work with students with special needs.
- Promotes socio-emotional learning for students by providing support and guidance during interpersonal interactions and by implementing activities to facilitate growth.
- Recognizes problems which may interfere with student well-being and implements appropriate solutions.

- Possesses strong large group management skills.
- Develops and implements high-quality, diverse, age-appropriate, and enriching activities for students. Evaluates offerings on an ongoing basis to ensure it continues to meet the needs and interests of children.
- With Site Coordinator and Assistant Teachers, is responsible for preparing, serving, and cleaning up snack. Assists with purchasing as needed.
- Supervises children throughout the afternoon, ensuring their safety. Enforces rules and program policies.
- Assists Site Coordinator in designing and maintaining a safe and inviting site environment. Promotes a healthy and productive work environment for all staff.
- Is knowledgeable in DESE, program, and district policies and procedures and acts to ensure compliance.
- Assists in management of records including, but not limited to, daily attendance logs and children's files.
- Performs all other reasonable duties as assigned by Supervisor.

Qualifications:

- High School diploma or equivalent required; Associate's or Bachelor's Degree preferred (Education or related field desired).
- Previous experience working with school age children is required; experience with early elementary students and/or leading children in a large-group setting is a plus.
- Previous supervisory and/or managerial experience preferred; particularly experience in a child care setting.
- Strong verbal and written communication skills required.
- Proficiency with technology required.
- Candidates must be able to perform the role of a teacher to young, active children.
- Employment offers are contingent on successful passing of a MA Background Records Check (CORI and Fingerprinting).
- Staff must possess or obtain CPR/AED and First Aid certification, ServSafe Food Service Manager certification, and all other district-required training upon hire.

Application Procedure:

Please submit a resume and three references through the online application.