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TO: All Staff  
FROM: Office of Community Education  
DATE: July 6, 2018  
RE: Before and After Care Job Opportunities

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The Office of Community Education is seeking before care and after school staff. Available positions consist of aides, front desk assistants, instructors (teachers), and building leaders. Before care begins at 7:00am until the start of school and after care runs from the end of the school day until 6:00pm. Preference will be given to staff willing to work 5 days a week, or staff that will job share with someone and will cover the 5 days. You must be at least 16 years old to work for the program. Please check either Before Care or After Care and the position for each school you are interested in.

APPLICANT INFORMATION	
Last Name:	First Name:
Current School:	Current Assignment:
Contact Phone:	E-mail Address:
If you are currently in High School, please list your Year of Graduation : _____	
List your current certifications (substitute, certified teacher, college degree, etc.)	
_____	
_____	

Applicant Name: \_\_\_\_\_

## Positions Available

### Before Care

<u>School</u>	<u>Instructor</u>	<u>SUB ONLY</u>
Weston – Manville		

### After Care

<u>School</u>	<u>Aide</u>	<u>Front Desk</u>	<u>Instructor</u>	<u>Building Leader</u>	<u>SUB ONLY</u>
Weston – Manville					
Roosevelt - Manville					
ABIS - Manville					

If you are interested in job sharing, please provide the staff's name: \_\_\_\_\_