

Hadley Public Schools

Anne S. McKenzie
Superintendent
413-586-0822

125 Russell Street
Hadley, MA 01035
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Job Posting: Hadley Kids Program - Staff Openings

General Description: Members of a team of professionals and paraprofessionals responsible for providing high quality after-school day care experiences for children. Work cooperatively and productively with all other staff to create a positive atmosphere and to create interesting and exciting educational and recreational activities for children.

Program Operation: Monday – Friday, 2:45pm – 5:30pm on full school session days

Required Qualifications

- Demonstrated experience working with children in small groups; outgoing, enthusiastic, and willingness to serve.
- Some experience in supervision of children with demonstrated interpersonal skills.
- All applicants must undergo a criminal history background check (CORI).
- Have first aid qualifications or become qualified within six months after date of hire.

Required Responsibilities

- Implementation of activities and games, age appropriate (set-up and clean-up).
- Aid in snack preparation, serving, and clean-up.
- Provide supervision of children at all times.
- Aid in greeting of parents and the daily relay of information.
- Facilitate conflicts, fostering respect for all.
- Help to foster appropriate use of supplies and equipment.
- Organize and clean program supplies and equipment daily.
- Assist with facilitating group times, meetings, and activities.
- Attend required hours of school age associated trainings or seminars.
- Must be familiar with Fire/ Emergency/ First Aid Procedures.
- Other duties as requested by the Program Director.

Please submit a letter of interest and resume/qualifications to jobs@hadleyschools.org or mail to **Superintendent's Office, Hadley Public Schools, 125 Russell Street, Hadley, MA 01035.**

Equal Opportunity Employer

Hadley Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Desired applicant will demonstrate a commitment to creating diverse, equitable, inclusive, and [anti-racist](#) learning environments; and, will demonstrate an understanding of the Hadley Public Schools District [Strategy](#).

Posted in-house: 07/06/2023

Closing Date: Open until filled

cc: Ken Richards