



Kimberly Georgeian
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TO: All Staff
FROM: Office of Community Education
DATE: October 5, 2018
RE: Before and After Care Job Opportunities

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 : _____

Have you ever been convicted of a crime? ____Yes ____No

List your current certifications (substitute, certified teacher, college degree, etc.)

Signature _____

Last name _____ First Name _____

Positions Available

Before Care

<u>School</u>	<u>Instructor</u>	<u>SUB ONLY</u>
Children's Corner Pond		
Children's Corner River		
Grandview		
Knollwood		
Randolphville		
Eisenhower		
M.L. King		
Arbor		
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>
Children's Corner Pond					
Children's Corner River					
Grandview					
Knollwood					
Randolphville					
Eisenhower					
M.L. King					
Arbor					
Quibbletown					
Schor					
Conackamack					
Weston – Manville					
Roosevelt - Manville					
ABIS - Manville					

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