

**June 6, 2018**

**Webster Public Schools  
Webster, MA 01570**

**\*\* NOTICE \*\***

**ADULT BASIC EDUCATION  
Site Coordinator/Staff Assistant**

**The Webster Adult Basic Education Linkages program is currently seeking resumes for (2) two part-time evening Site Coordinator/Staff Assistant**

Basic Information:

- Classes are held on Monday-Wednesday evenings in Southbridge 5:00-8:30 p.m. and 5:00-8:30 p.m. Tuesday-Thursday evenings in Webster August through June (33 weeks total)
- Salary: \$21/hr
- Two Program Development meetings scheduled periodically throughout the year
- Three weeks Pre/Post staff meetings

Essential Functions:

- Unlock site including classrooms and supply closets for staff access
- Distribute program communications
- Greeting students upon arrival and departure
- Daily collection of attendance
- Call absent students each evening
- Assist staff to obtain supplies; relaying order requests to program administrators
- Notify administrator if issues arise
- Uphold building safety procedures
- Data entry as needed
- Lock site including classrooms and closets at the end of the evening

Applicant Qualifications:

- Minimum high school diploma or HiSET/GED required
- Adult Basic Education experience preferred
- CPR/First Aid certification preferred
- Proven track record of reliability
- Proficient with technology (Google Suite)

Interested applicants may send a resume to Leslie Baker at:

Webster Adult Basic Education Linkages  
52 Lake Parkway  
Webster, MA 01570

by Friday, June 21, 2018.

For additional information, please call 508-949-8282 weekdays.