

Franklin Public Schools

Office of Human Resources
355 East Central Street
Franklin, Massachusetts 02038
Telephone: 508.553.4840 FAX: 508.553.4896

Notice of Opportunity Lifelong Learning Institute – Solutions Extended Day/Enrichment Program 2018-2019 School Year

POSITION: Solutions Site Assistant

LOCATION: One of the Six Elementary Schools in Franklin

HOURS: 2:00PM-6:00PM

DAYS: Monday-Friday

DESCRIPTION: Solutions is the before and after school program of Franklin Public Schools that services Kindergarten-7th grade students.

Day-to-day responsibilities include the following:

- Assist with daily operations as designated by the Site Director.
- Site Assistant supports the Site Director and the Assistant Site Director.
- Communicate with parents and school based faculty in a positive and collaborative manner.
- Maintain the health, safety, and well-being of the Solutions students.

COMPENSATION: Starting at \$12.00 per hour. This is a benefits eligible position.

Application

Procedure: Forward a letter of interest and resume to:

Patricia Gay
Assistant Director of Lifelong Learning
gayp@franklinps.net

Application Deadline: Open until filled