ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

OFFICE OF THE SUPERINTENDENT
Mr. Joel D. Mahaffey

Dawn Cook
Corporation Treasurer

Arnita Heyerly
Director of Human Resources

Kelli Fuhrmann
Secretary to Superintendent

Notice of Vacancy

Date: July 27, 2022 **Deadline to Apply**: August 3, 2022 or until filled

Position: Latchkey Coordinator

Starting Date: Upcoming School Year

Essential Functions of the Position: Provide direction, guidance, and supervision for children after the regular school day. Plan a variety of activities that encourage student participation in social, recreation, and educational activities. This position is dependent on student's needs; hours may vary week to week. Hours after school: 2:30 pm – 6 pm (or till last student leaves). A degree in elementary education, early childhood education, or a closely related field is preferred.

Duties include (but not limited to): Prepare registration packets, set up at registration to enroll students and contact parents. Organize schedules for workers to ensure sufficient coverage to provide guidance and supervision to students. Other duties as assigned by the principal or superintendent.

Immediate Supervisor: Mrs. Mary McCullough, Elementary Principal

Those interested in applying for this position may obtain an application through the Adams Central Community Schools website: www.accs.k12.in.us and submitting the application, a letter of interest, and one letter of recommendation to: Adams Central Community Schools, Attn: Director of Human Resources, 222 W. Washington Street, Monroe, IN 46772 or email: hr@accs.k12.in.us.

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