



PERSONNEL BULLETIN



SCOPE Education Services
100 Lawrence Avenue
Smithtown, NY 11787
631-360-0800

BULLETIN 2021-16

POSITION AVAILABLE

POSITION: Administrator for Instructional Services - Enrichment

LOCATION: SCOPE Operations Center, Smithtown, New York

START DATE: Immediate

RESPONSIBILITIES:

- Overall leadership and oversight of all SCOPE school district enrichment programs
- Assist district directors with scheduling, staffing, supply orders and any other issues pertaining to SCOPE's school district enrichment programs
- Create budgets and adheres to budget guidelines
- Conduct site visits
- Assist with additional Instructional Services programs as directed by the Associate Director and/or Director of Instructional Services

QUALIFICATIONS:

- Bachelor's degree. Business background desirable.
- Previous experience working for a child care organization.
- Ability to work and communicate effectively with program staff and parents/guardians.
- Aptitude for dealing with multiple tasks and positive attitude for working with people.
- Excellent written and oral communication skills.
- Working knowledge of Microsoft Excel and a very strong sense of the business side of the operation.

HOURS: Normal office hours are 9 am to 4:30 pm. As an exempt administrator, hours are flexible and include ability to visit sites before and after school and occasionally on Saturdays or Sundays.

SALARY: Salary \$55,000 plus benefits

PLEASE SEND COVER LETTER AND RESUME by October 15, 2021 to:
Office of Human Resources
SCOPE Education Services, 100 Lawrence Avenue, Smithtown, NY 11787
or hr@scopeonline.us

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