PERSONNEL BULLETIN

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

BULLETIN 2021-13

POSITION AVAILABLE

POSITION: District Manager (12 months) – Exempt Position

LOCATION: Based at SCOPE Administration Offices in Smithtown and Syosset
Travel to sites in Nassau and/or Suffolk Counties

START DATE: On or about October 25, 2021

RESPONSIBILITIES: Major duties include the following:

- Assumes responsibility in the day to day management of assigned child care programs
- Conducts site visits to ensure licensed programs are properly staffed, trained and operating in accordance with all SCOPE policies and OCFS regulations; provides workshops/trainings to SCOPE staff in small or large groups
- Overall supervision and evaluation of program staff
- Mediates program issues and conflicts involving staff, parents and school officials
- Serves as liaison to building principal and school district liaison at child care sites

REQUIREMENTS:

- Bachelor's Degree in Education or a related field Three - five years of school age child care supervisory experience required; thorough knowledge of NYS OCFS SACC Regulations
- Strong oral and written communication skills; excellent organization, planning and time management skills
- Ability to prepare and deliver presentations to Board of Education and School District Administration
- Must be willing to complete certifications in First Aid/CPR and Medication Administration

SALARY: Minimum $62,196 annually with 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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