



PERSONNEL BULLETIN



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

BULLETIN 2021-14

POSITION(s) AVAILABLE

- POSITION:** Field Supervisor (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:
- Serves as Assistant to District Manager in training, supervising, and evaluating Site Directors
 - Assists the District Manager in providing a successful and quality child care program at assigned sites
 - Ensures compliance with OCFS regulations and SCOPE policies; provides workshops/trainings to SCOPE site staff
 - Devotes substantial time at all assigned morning and afternoon programs. Provides staff coverage as necessary
 - Assists the District Manager in mediating and resolving program issues involving staff and parents
- REQUIREMENTS:**
- Bachelor's Degree in Education or a related field with at least three years of experience working in a supervisory capacity in a child care setting; an Associate's Degree and five years of such experience; or other such combination of study and experience as deemed acceptable to SCOPE.
 - Strong oral and written communication skills
 - Knowledge of NYS OCFS SACC Regulations
 - Must be willing to complete certifications in First Aid/CPR and Medication Administration Training
- SALARY:** \$54,858.00 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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