



PERSONNEL BULLETIN



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

BULLETIN 2021-17

POSITION AVAILABLE

POSITION: Field Supervisor (Instructional Services-12 months) – Exempt Position

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

START DATE: Immediate

RESPONSIBILITIES: Major duties include the following:

- Serves as Assistant to Director in training, supervising, and evaluating Teachers/Directors of Programs
- Assists the Director in providing a successful and quality instructional services program at assigned sites
- Devotes substantial time at all assigned programs. Provides staff coverage as necessary
- Assists the Director in mediating and resolving conflicts 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
- Must be able to maintain regular attendance, punctuality, and adherence to an agreed upon schedule of availability
- Valid NYS drivers license; willing to travel to various program locations in Nassau and Suffolk Counties

SALARY: \$54,858.00 annually with benefits.

PLEASE SUBMIT LETTER OF INTEREST BY October 20, 2021 to:

Office of Human Resources
SCOPE Education Services
100 Lawrence Avenue
Smithtown, NY 11787
or hr@scopeonline.us

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