PERSONNEL BULLETIN

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

BULLETIN 2021-15

POSITION(s) AVAILABLE

POSITION: Full Time Permanent Substitute Director Before/After School (10 months)

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

START DATE: Immediate

RESPONSIBILITIES:

- Performs all duties and responsibilities of Site Director, Assistant Director and/or Group Leader at program site during their absence
- Supervises children (PreK-6) to maintain a safe environment
- Ensures compliance with all SCOPE policies and procedures and OCFS Regulations.

REQUIREMENTS:

- 18 credits in either child development, elementary education, physical education, recreation or related field and two years direct experience working with children under the age of 13, including one (1) year supervising adults
- Possess valid driver's license and own transportation for travel to program locations in Nassau and Suffolk County
- Must be able to pass a fingerprint and background clearance check
- Successfully complete a physical examination by a medical doctor
- Must be willing to complete certification in First Aid/CPR and Medication Administration Training (training will be provided)

SALARY: $39,000 with benefits. 32 ½ hours per week approximate hours 7-9:30 am and 2:30-6:30 pm.

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 cc@scopeonline.us

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