



# PERSONNEL BULLETIN



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

**BULLETIN 2023-09**

## **POSITION 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 on a daily basis
- START DATE:** Immediate
- RESPONSIBILITIES:** Major duties include the following:
- Serves as Assistant to District Manager in training, supervising, and evaluating Site Directors and overseeing all aspects of assigned Child Care programs
  - Assists the District Manager in providing a successful and quality child care program at assigned sites; ensures that all children are engaged in age appropriate activities
  - Ensures all programs operate safely in 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
  - Must be willing to work flexible hours between 7am & 6:30pm
  - Excellent communication skills both verbal and written
  - Knowledge of NYS OCFS SACC Regulations
  - Certification in First Aid/CPR and Medication Administration Training or willingness to obtain
  - Proficiency in Microsoft Office (Outlook, Word, Excel)
  - Strong organizational skills
  - Ability to work under pressure with a positive attitude
  - Ability to work collaboratively and independently
- SALARY:** \$54,858.00 annually with benefits.

**PLEASE SEND COVER LETTER AND RESUME BY May 10, 2023 to:**

Office of Human Resources  
SCOPE Education Services, 100 Lawrence Avenue, Smithtown, NY 11787  
or [hr@scopeonline.us](mailto:hr@scopeonline.us)