



PERSONNEL BULLETIN



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

BULLETIN 2023-13

POSITION AVAILABLE

- POSITION:** PreK Program Assistant (Staffing) – Full Time (10 months)
- LOCATION:** Remote (training required at SCOPE Administration, Smithtown, NY)
- START DATE:** On or about September 1, 2023 (with availability for training prior to start date)
- RESPONSIBILITIES:** Major duties include the following:
- Monitors texts, emails, phone calls, and Google spreadsheet regarding Pre-K field staff absences
 - Assigns substitutes to pre-school programs on a daily basis; ensures required classroom coverage
 - Maintains record of substitute assignments and other records as required
 - Maintains communication with the Director to troubleshoot issues
- REQUIREMENTS:**
- High School Diploma or equivalent
 - Ability to complete tasks and meet deadlines
 - Excellent organizational skills and ability to work under constantly changing conditions and time constraints.
 - Proficient computer skills; experience with Google Suite.
 - Comfortable with sending and receiving email and text messages.
- SALARY:** \$28,875.00 annually with benefits. 32 ½ hours a week, Monday-Friday, weekends as needed. Must be available by phone beginning 6 a.m.

PLEASE SEND COVER LETTER AND RESUME by August 15, 2023 to:

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

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