



PERSONNEL BULLETIN



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

BULLETIN 2024-01

POSITION AVAILABLE

POSITION: Program Assistant Student Services (Staffing) –Full Time –12 months

LOCATION: SCOPE Administration Office
100 Lawrence Avenue
Smithtown, NY 11787

START DATE: Immediate

RESPONSIBILITIES:

- Secure staffing daily for afternoon school aged child care programs located in Suffolk County and assist with before school and Nassau County after school staffing as necessary; notify programs of staffing changes; assist in approval of and accommodation of schedule change requests
- Data entry of absences in Student Services database
- Assist in maintenance of permanent and on call substitute list
- Assist with staff recruitment duties as assigned

QUALIFICATIONS:

- Associate's Degree is preferred. Candidates with a high school diploma and previous experience in a school age child care program will be considered.
- Detail oriented; ability to multi-task
- Excellent computer and organizational skills; strong knowledge of Microsoft Office required
- Knowledge of ratio requirements as determined by OCFS

SALARY: \$22.21 per hour; 35 hours per week

PLEASE SEND COVER LETTER AND RESUME BY January 12, 2024 TO:

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

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