



# PERSONNEL BULLETIN



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

**BULLETIN 2024-05**

## **POSITION AVAILABLE**

- POSITION:** District Field Manager (12 months) – Exempt Position
- LOCATION:** Based at SCOPE Administration Offices in Smithtown and Syosset  
Travel to sites primarily located in Western Nassau; travel to additional sites in Nassau County as requested
- START DATE:** On or about June 1, 2024
- RESPONSIBILITIES:** Major duties include the following:
- Assumes responsibility in the day to day management of assigned child care programs
  - Conducts ongoing site visits to ensure licensed programs are properly staffed, trained and operating in accordance with all SCOPE policies and OCFS regulations
  - Overall supervision and evaluation of program staff
  - Mediates program issues and conflicts involving staff, parents and school officials
  - Serves as liaison to building principal and school district liaison at child care sites
  - Provides staff coverage at child care programs when necessary
- REQUIREMENTS:**
- Bachelor's Degree in Early Childhood Education or a related field and/or three years of school age child care supervisory experience including one year supervising adults required; thorough knowledge of NYS OCFS SACC Regulations
  - Strong oral and written communication skills; excellent organization, planning and time management skills
  - Ability to prepare and deliver presentations to Board of Education and School District Administration
  - Must be willing to complete certifications in First Aid/CPR and Medication Administration
  - As an exempt employee the amount of time on the job is whatever it takes to get the job done satisfactorily. Exempt employees do often and must be available to work hours beyond a full-time schedule
- SALARY:** \$70,000 annually with benefits.

**PLEASE SEND COVER LETTER AND RESUME BY MAY 1, 2024 to:**

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