



PERSONNEL BULLETIN

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

POSITIONS ANTICIPATED

JOB TITLE: Program Director for SCOPE PK-6 Afterschool Enrichment

RATE OF PAY: \$55.00 per hour

LOCATION: Valley Stream District 30 UFSD
Clear Stream Avenue, Forest Road School & Shaw Avenue

START DATE: September 2025 to June 2026

DAILY SCHEDULE: Monday to Friday; 3:00-6:00 PM

POSITION OVERVIEW:

SCOPE Education Services is seeking an experienced, organized, and proactive Enrichment Program Site-Director to lead the planning, staffing, and execution of high-quality enrichment programs after-school in the Valley Stream 30 School District. The Program Director will oversee all aspects of a single district-wide program implementation, including staffing, curriculum support, site coordination, supply management, and communication with families and school personnel. This position is key to ensuring the enrichment program runs smoothly, safely, and effectively for students and staff alike.

QUALIFICATIONS:

- Master's in Education/Administration preferred; SBL or SDL certification a plus.
- Experience leading school-based or enrichment programs.
- Strong leadership, organization, and communication skills.
- Proficient in Google Drive, email, and digital tools.
- Must pass background checks and meet employment requirements.

APPLICATION INSTRUCTIONS: Applicants must complete staff interest form at or scan QR Code: <https://bit.ly/VS30SCOPEEDM>



Questions or to email a resume?: 631-873-8338 or enrichment@scopeonline.us

This program is funded by tuition paid by the district and/or students. Sufficient enrollment is required for the program to operate. The person hired for this position will be required to permit SCOPE to do a criminal background check.

SCOPE does not discriminate on the basis of age, religion, creed, ethnic origin, marital status, race, color, sex, gender, veteran status, disability or handicap in consideration for employment.