PERSONNEL BULLETIN

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

BULLETIN 2024-08

POSITION AVAILABLE

POSITION: Part Time Field Trainer (Enrichment) - **12 months**

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

START DATE: Immediate

RESPONSIBILITIES: Major duties include the following:

- Visits assigned enrichment programs in Nassau and Suffolk Counties and provides supervision and support to enrichment staff
- Assists with the hiring of new staff; conducts interviews and checks references on prospective candidates
- Provides staff coverage at program sites as needed
- Assists coordinator with conducting staff orientations
- Other duties as assigned by Coordinator for Enrichment and/or Director for Instructional Services

REQUIREMENTS:

- Permanent NYS teacher certification in Elementary/Early Childhood Education
- Valid NYS drivers license; willing to travel to various program locations in Nassau and Suffolk Counties
- Previous supervisory experience preferred.
- Notary Public License or willingness to obtain

SALARY: $32.00 per hour up to 29 ½ hours per week, including weekends.

PLEASE SEND COVER LETTER AND RESUME by July 1, 2024 to:

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

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