

Assistant Site Director

SCOPE Education Services

Nassau/Suffolk, NY

Other

Part-time

Onsite

\$19.15 - \$20.15 an hour*

* Assistant Director position starts at \$19.15 and increases to \$20.15 after 5 months of employment

Posted on June 12, 2024

Organization Statement

SCOPE Education Services, founded in 1964, is a private, not-for-profit 501 (c) (3) organization, permanently chartered by the New York State Board of Regents to provide services to school districts in New York State. Services offered to local school districts include programs for educators, parents and children. SCOPE offerings include professional development, conferences, training, child care, preschool, elementary enrichment courses, outdoor education, summer environmental adventure programs and workshops/speakers bureau for parents and students. In addition SCOPE provides services for employment including courses required for New York State certification. SCOPE represents Long Island as a regional study council and is a member of the Study Council Alliance of New York State (SCANYS) and the National School Development Council (NSDC).

Job Description

Assistant Site Director \$18.60 per hour

Two years of college with 18 credits in Early Childhood Development, Elementary Education, Physical Education, Recreation or a related field and two years experience working with children under the age of 13 is preferred. Candidates without college credits may be considered if they have at least 5 years of experience working with children under the age of 13.

- Supervises children
- Implements daily schedule of activities, assists in program planning
- Assists Site Director with supervising Group Leaders, set up and cleanup of daily activities, maintain appropriate records , reinforcing behavior management strategies

- Ensures compliance with NYS Office Children and Family Services School Age Child Care Regulations
- Communicates with parents as required
- Performs all duties and responsibilities of Site Director during their absence
- Complete First Aid/CPR Certification and Medication Administration training and keep certifications current, administer emergency medication when necessary
- Must have the ability to perform general physical activities including but not limited to bending, standing and walking all for extended periods of time. Must be able to lift 20 pounds regularly. Must be able to maintain alertness in observing and dealing with situations involving groups of children. Must have adequate speaking, hearing and vision sufficient to handle groups of children.
- Ability to effectively handle emergency situations and react accordingly

Responsibilities

- Supervises children
- Implements daily schedule of activities, assists in program planning
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Qualifications

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- **Minimum Education Level:** Some College Credits
- **Preferred Education Level:** Associate's Degree

Application Instructions

Email: Renee MercerÂ Â Â Â cc@scopeonline.usÂ

Renee Mercer

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