

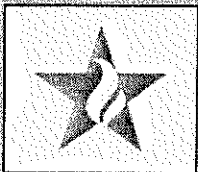
# SCOPE Education Services

Supporting Long Island Education Since 1964

**SCOPE Education Services has part-time positions available in the SCOPE After School Child Care Programs for the 2015-2016 school year.**

SCOPE is currently looking for High School Seniors, 17 years or older to work as Child Care Aides in our Great Neck Programs. Hours are approximately 2:45 pm- 5:45 pm, Monday through Friday. Days are flexible.

SCOPE offers a \$10.00 hourly wage and great experience for students pursuing a career in the education field.



**SCOPE Education Services, Student Services Department**  
100 Lawrence Avenue, Smithtown, New York 11787

Please forward a resume to: [cc@scopeonline.us](mailto:cc@scopeonline.us) or call 631-360-0800 ext.136  
Visit our website @ [www.scopeonline.us](http://www.scopeonline.us)

SCOPE is an equal opportunity employer.

---

## SCOPE EDUCATION SERVICES

---

|                                     |  |
|-------------------------------------|--|
| <b>POSITION TITLE:</b>              | Aide   |
| <b>REPORTS TO:</b>                  | Site Supervisor, Child Care Supervisor   |
| <b>CLASSIFICATION:</b>              | Non-exempt   |
| <b>SUPERVISES AND EVALUATES:</b>    | N/A  |
| <b>GENERAL STATEMENT OF DUTIES:</b> | To assist the Site Supervisor with the daily operation of the before and/or after school child program at program site |

---

### **DUTIES AND RESPONSIBILITIES:**

The Aide is an at will employee who will perform the duties that follow and all other responsibilities as assigned by the Program Supervisor, Child Care Supervisor, Coordinator and/or Associate Director for Student Services.

1. Supervises children to maintain a safe environment.
2. Implements daily schedule of age-appropriate activities; assists in program planning.
3. Assists with set up and cleanup of daily activities and snacks.
4. Reinforces behavior management strategies utilized by Program Supervisor.
5. Ensures compliance with all SCOPE policies and procedures and OCFS Regulations.
6. Communicates with parents as required.

### **JOB REQUIREMENTS:**

1. Prior experience working with children under the age of 13.
2. Must consent to and undergo a criminal background check (if 18 years of age or older) and NYS Central Register check.
3. Must successfully complete a physical examination by a medical doctor.
4. Must complete 15 hours of paid inservice training on required OCFS topics annually. (Training will be provided)
5. Must complete First Aid/CPR training and keep certification current.
6. Ability to perform general physical activities including bending, standing, walking and running for extended periods of time.
7. Ability to effectively handle emergency situations and react accordingly.
8. Requires regular attendance, punctuality and adherence to agreed-upon schedule of availability.

### **EDUCATIONAL REQUIREMENTS:**

1. High School Diploma or high school senior who is 17 years of age or older.



SCOPE Student Services  
 Child Care/Day Care  
 Employment Top Sheet

**PLEASE PRINT CLEARLY**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ Cell Phone number: \_\_\_\_\_

Referred by: \_\_\_\_\_

How did you hear about SCOPE? \_\_\_\_\_

**Please check position(s) applying for (check all that applies):**

Site Supervisor       Assistant Site Supervisor       Aide       1:1 Aide       Substitute

**Please check the program times you are interested in:**

Before School (7:00-9:30 am)     After School (2:00-6:30 pm)     During School Hours: \_\_\_\_\_

**Please check days available:**     M     T     W     Th     F

**Please answer the following questions:**

Do you have experience working with children under the age of 13? Please include volunteer experience.

Yes     No (If yes be specific)

Are you a certified teacher?     YES     NO    Indicate Certification Area: \_\_\_\_\_

Do you have a minimum of 18 college credits in Elementary Education, Early Childhood Education, Physical Education, Recreation, or a related field?     YES     NO

If yes, list field(s): \_\_\_\_\_

Are you currently MAT/CPR/FIRST AID Certified?     YES     NO

Have you completed Training in Identification and Reporting of Child Abuse and Maltreatment?     YES     NO

If yes, what is date completed? \_\_\_\_\_

***Please Circle the School District where you will Accept Employment:***

**Suffolk County:**

|                  |                            |                 |
|------------------|----------------------------|-----------------|
| Babylon AM&PM    | Bayport                    | Brentwood       |
| Commack AM&PM    | Connetquot AM&PM           | Copiague        |
| Deer Park AM&PM  | Eastport/South Manor AM&PM | Hauppauge AM&PM |
| Hampton Bays     | Harborfields AM&PM         | Longwood AM&PM  |
| Huntington AM&PM | Lindenhurst AM&PM          | Sayville AM&PM  |
|                  | Northport                  |                 |

**Nassau County:**

|                     |                       |                      |
|---------------------|-----------------------|----------------------|
| Carle Place AM&PM   | East Meadow AM&PM     | East Williston AM&PM |
| East Rockaway       | East Meadow Day Care  | Great Neck           |
| Elmont              | Island Trees Day Care | Jericho              |
| Hicksville          | Island Trees AM&PM    | Seaford AM&PM        |
| Locust Valley AM&PM | Mineola AM&PM         | Valley Stream AM&PM  |
| Syosset AM&PM       | Uniondale             |                      |
| Wantagh AM&PM       | West Hempstead        |                      |



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

**APPLICATION FOR STUDENT SERVICES EMPLOYMENT**

**POSITION APPLIED FOR: (Please check)**

- |                                     |  |  |
|-------------------------------------|--|--|
| <input type="checkbox"/> Aide       | <input type="checkbox"/> Assistant Site Supervisor | <input type="checkbox"/> Site Supervisor |
| <input type="checkbox"/> 1:1 Aide   | <input type="checkbox"/> Teacher Assistant         | <input type="checkbox"/> Teacher         |
| <input type="checkbox"/> Substitute | <input type="checkbox"/> Other _____               |  |

**PLEASE PRINT CLEARLY**

**PERSONAL INFORMATION**

|                       |            |                |
|-----------------------|------------|----------------|
| Last Name             | First Name | Middle Initial |
| Street Address        |            |                |
| City, State, Zip Code |            |                |
| Home Phone            | Cell Phone | E-mail Address |

Have you ever been dismissed or asked to resign from a position? Yes  No  If yes, please explain \_\_\_\_\_

Have you ever been convicted of any offense other than a minor traffic infraction or are there any charges pending against you at this time? Yes  No  If yes, please explain on a separate sheet, citing date, offense and disposition of case.

Have you ever been the subject of an indicated child abuse or maltreatment report? Yes  No   
 If yes, please explain on a separate sheet, citing date, offense and disposition of case.

Are you 18 years of age or over? Yes  No  If no, please give date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you legally eligible to work in the United States? Yes  No

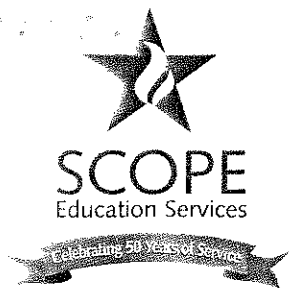
Are you able to perform the essential functions of the position for which you are applying, as those functions have been explained to you, with or without a reasonable accommodation? Yes  No

Were you previously employed by SCOPE? Yes  No  If yes, in what position? \_\_\_\_\_  
 Dates of employment \_\_\_\_\_

Do you have any relative(s) currently working as an employee of SCOPE? Yes  No  If yes, please provide name and relationship \_\_\_\_\_ (A relative is defined as an immediate family member - mother, father, brother, sister, son, daughter, uncle, aunt and/or related through marriage.)

**EDUCATIONAL BACKGROUND**

| High School                         | Major | Diploma Type (Check One)   |                |
|-------------------------------------|-------|--|----------------|
|                                     |       | <input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> None<br><input type="checkbox"/> Currently enrolled |                |
| College/ University - Undergraduate | Major | Degree Awarded   | Credits Earned |
|                                     |       |  |                |
| College/ University - Graduate      | Major | Degree Awarded   | Credits Earned |
|                                     |       |  |                |
| Trade/Business/Other School         | Major | Certificate Awarded  |                |
|                                     |       | <input type="checkbox"/> Diploma <input type="checkbox"/> None<br><input type="checkbox"/> Other _____                                     |                |



*Quality Programs for  
Educators and Families*  
Supporting Long Island  
Education Since 1964

*Operations Center*  
100 Lawrence Avenue  
Smithtown, New York 11787

*George L. Duffy*  
Executive Director

631-360-0800 Phone  
631-360-0356 Fax  
[www.scopeonline.us](http://www.scopeonline.us)

---

I hereby authorize my current or prior employer with which I have been associated with to furnish or release information related to my employment. I waive my right of access to any such information, and without limitation hereby release SCOPE and the reference source from any liability in connection with its release or use in connection with my application for employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_