



PLEASE POST

SUSAN JOHNSON

Acting Superintendent of Schools
ADMINISTRATION OFFICE

RODNEY GILMORE, Ed. D.

Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

October 9, 2024

JOB POSTING # 141

2024 – 2025 SCHOOL YEAR VACANCY Department of Adult and Community Education

POSITIONS: DIRECTOR OF ADULT EDUCATION

QUALIFICATIONS: Valid New York state School District Administrator (SDA) certification
Minimum of five (5) years in administration and management of
education programs.

KEY RESPONSIBILITIES:

- Hire, train, supervise, conduct evaluations, and meet regularly with staff to share program data and improve program outcomes.
- Prepare and submit program proposals, memorandums of agreement and other documents which support and are consistent with state, federal and district guidelines, and policies.
- Participate in mandated Regional Adult Education Network trainings and SED meetings and conferences.
- Inform the target population of program services, attract prospective students; clarify student and program goals and expectations, and ensure appropriate placement in the program.
- Establish and maintain complete and accurate records, documents, and other evidence pertinent to program performance under the existing Management and Information System (ASISTS).
- Ensure that the facilities and resources are consistent with the program's philosophy and educational approach, support the full range of program functions and activities, and express the importance of the program to the surrounding community.
- Foster a sense of interconnectedness and partnership in the programs, and in the broader context of the larger institution, the local community and literacy field.

COMPENSATION: Salary will be commensurate with experience

CLOSING DATE: October 30, 2024

APPLICATION PROCEDURE: To apply click on this link www.olasjobs.org/hempstead-ufsd

Rodney Gilmore, Ed. D.

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