



# PLEASE POST

**REGINA ARMSTRONG**  
Superintendent of Schools  
ADMINISTRATION OFFICE

**RODNEY GILMORE, Ed. D.**  
Associate Superintendent for Human Resources  
HUMAN RESOURCES DEPARTMENT

**August 6, 2024**

**AMENDMENT**

**JOB POSTING # 111**

## **2024 – 2025 SCHOOL YEAR VACANCY** **My Brother's Keeper Challenge Grant (MBKCG)**

### **Position: MBK DIRECTOR- PART TIME**

The MBKCG Director will guarantee success by working to foster strong collaborations amongst the community, various partnerships, and supervising all programmatic implementations of the MBKCG program. The MBK Project Director will lead by cultivating trust and loyalty, and to inspire and empower others at all levels.

#### **Qualifications:**

- Must have a valid New York State Certification as School Administrator/Supervisor (SDA) or School District Leader (SDL) or School Building Leader (SBL)
- Be enrolled in a SBL or SDA program to attain this certification.
- Three years of experience as a coordinator/Director of an after-school program.
- Experience with writing grants.
- Experience working in a school district

#### **Responsibilities:**

- Manage program development, student service delivery, evaluation and instructor/student recruitment, enrollment, and retention.
- Collaborate with elementary, middle school, and high school principals for scheduling and resources for the afterschool program.
- Managing the schedules of workshops offered by vendors during school hours, after school, Saturdays, over school breaks, and summer camp.
- Oversee all aspects of college trips, community work studies, mentor programs and student internships for high school students.
- Oversee and coordinate guest speakers, parents, and student symposiums.
- Daily coordination and supervision of financial literacy and for all three major goals throughout the year.
- Prepare reports for New York State Education Department and the MBK challenge program.
- Evaluate all personnel twice a year have weekly staff meetings.
- Work collaboratively with all building principles, assistant principals, directors, superintendents, state and MBK officials.
- Create a monthly newsletter, monitor the MBK website, and check work directly with the financial manager to oversee the MBK budget.
- Hire new staff and vendors.



- Attend the annual Long Island and New York State Symposium.
- Collaborate with Lead Teacher for MBK.
- Visit all MBK afterschool programs on a daily basis.
- Create new programs for Boys of Color to promote college and career readiness.
- Collaborate with other MBK state programs, SUNY Old Westbury Teachers Opportunity Corp., and the Parent Engagement Team.

**Location:** Prospect and Joseph McNeil Elementary Schools, A.B.G.S. Middle School and Hempstead High School

**Dates:** September 30, 2024 – June 30, 2025

**Days/Hours:** Monday – Friday - 3:00 pm - 6:00 pm  
Saturday – 8:00 am – 12:00 pm  
Special Evening Events  
School Breaks  
Summer Camp

**Compensation:** \$80.00 per hour – not to exceed 12 hours per week

**Closing Date:** September 3, 2024

**Application Procedures:** To apply click on this link [www.olasjobs.org/hempstead-ufsd](http://www.olasjobs.org/hempstead-ufsd)

**INTERNAL CANDIDATES ONLY**

*Rodney Gilmore, Ed. D.*

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