



# PLEASE POST

**REGINA ARMSTRONG**  
Superintendent of Schools  
ADMINISTRATION OFFICE

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

June 14, 2024

JOB POSTING # 71

## SUMMER 2024

### SMART SCHOLARS EARLY COLLEGE HIGH SCHOOL PROGRAM

The Smart Scholars Program Coordinator handles the school-based management of the Smart Scholars early college high school program. The position involves forming partnerships with institutions of higher education (IHE) and community organizations; ensuring ongoing engagement in college coursework, tutoring, advising, effective strategies for time management, study skills and communication; embedding enrichment opportunities such as SAT/ACT prep; facilitating the Memorandum of Understanding between HHS and the IHE's; promoting a district-wide college-going culture; arranging workshops on financial literacy and financial aid; ensuring support from partner college faculty on classroom instruction; facilitating a curriculum planning committee; collaborating with the master scheduler to include college courses in the HHS schedule; facilitating the ongoing recruitment of at-risk and underrepresented students; logistics such as transportation to the college; securing meals and materials for courses; ensuring fidelity of implementation; evaluating courses and transferability of college credit; assessment and maintenance of data; addressing program issues; overseeing expenditures; and reporting. The Smart Scholars Coordinator's performance will be assessed via rubric.

**POSITION:** HIGH SCHOOL SMART SCHOLARS SUMMER SCHOOL COORDINATOR

**LOCATION:** Hempstead High School

**DATES & TIME:** July 8 – August 15, 2023 (Monday – Thursday)  
8:00 am – 12:30 P.M.

**REQUIREMENTS:** Valid New York State Teacher certification

**COMPENSATION:** Service Assignment I

**CLOSING DATE:** June 21, 2024

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

*Rodney Gilmore, Ed. D.*

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