



PLEASE POST

REGINA ARMSTRONG
Superintendent of Schools
ADMINISTRATION OFFICE

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

November 2, 2023

JOB POSTING # 155

2023-2024 SCHOOL YEAR VACANCY

POSITION: 21st CENTURY ASSISTANT PROJECT COORDNATOR PART-TIME

LOCATION: Districtwide

DAYS/HOURS: Monday – Friday - 3:00pm to 8:00pm
Saturdays as needed – 9:00am to 12:00pm

QUALIFICATIONS:

- Experience in education, social services and at-risk populations.
- Strong organizational, communication, public relations and interpersonal skills.
- Working knowledge of federal and state program requirements, grant development experience and program evaluation.
- Knowledge of State Department of Education rules, regulations and procedures.
- Manage multisite, out-of-school time operations.
- Three years of supervising school-based programs with primary responsibility for operations, budget management and staff supervision.
- Must be available to work a part -time schedule Monday-Friday, including after-school program hours, occasional Saturdays, summer school programming and other times as requested or required to oversee the program.

RESPONSIBILITIES:

- Assist in planning for and implementation of extended learning opportunities for students, to positively impact academic outcomes and build student connections to school.
- Assist in the recruitment and retention of students.
- Assist with the direction and management of the extended-day, extended-year afterschool educational program (21st Century Community Learning Center).
- Ensure delivery of quality, aligned academic curriculum and tutoring and quality recreational opportunities in afterschool sites, in accordance with funding priorities.
- Assist in ensuring all program guidelines are met by program and grant partners.
- Assist in the program planning of team meetings.
- Coordinate and collaborate with program staff and supporting agencies and services.



- Assist in developing grant goals and activities, implement activities and monitor ongoing assessment of program components.
- Assist in overseeing the scheduling of program activities in collaboration with campus Principals, program planning teams and program staff.
- Assist in the management of site budgets and purchase of materials, while working with the administrative and accounting offices.
- Assist in the preparation of the 21st Century Community Learning Center newsletter.

COMPENSATION: \$45,000 - \$60,000

CLOSING DATE: November 9, 2023

APPLICATION PROCEDURES: Candidates must apply on www.olasjobs.org/longisland
Qualified candidates should submit a letter of interest and resume.

Rodney Gilmore, Ed.D.

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Associate Superintendent for Human Resources

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