



# PLEASE POST

**REGINA ARMSTRONG**  
Superintendent of Schools  
ADMINISTRATION OFFICE

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

**July 12, 2023**

**JOB POSTING # 114**

## 2023 – 2024 SCHOOL YEAR VACANCY

**POSITION:     TEACHER MENTOR COORDINATOR  
ELEMENTARY/ SECONDARY**

### QUALIFICATIONS:

- Appropriate New York State teacher certification
- Seven (7) plus years' experience and knowledgeable of research-based pedagogy
- Good organizational and record-keeping skills
- Must be rated Effective or Highly Effective on the New York State assessment growth score and/or APPR composite score

### JOB DUTIES:

- Collects and monitors monthly logs from mentors; delivers written notice to mentors, mentees, and Associate Superintendent for Human Resources if Mentor Program requirements are not being fulfilled.
- Collaborates with Assistant Superintendent for Curriculum and Instruction to plan and suggest professional development sessions to the Mentor Program Committee.
- Is a member of the Mentor Program Committee?
- Keeps a weekly log describing hours and activities performed as Teacher Mentor Coordinator.
- Serve as co-chair of the mentor teacher program.



**LOCATION:** Districtwide

**COMPENSATION:** Service Assignment II

**Teacher Mentor Coordinator will receive two periods weekly (40 minutes each) of release time. If travel time is necessary, 15 minutes in each direction will be added to the release time.**

**CLOSING DATE:** July 26, 2023

**APPLICATION PROCEDURES:**

- Interested qualified persons should submit a letter of interest, resume, and copies of appropriate New York State Certifications.
- Completed mentor application form
- Letter of recommendation from both a current colleague and supervisor who have knowledge of your teaching skills and ability to work with others.

**YOU MUST SUBMIT A COMPLETE APPLICATION PACKET WHICH INCLUDES ALL OF THE ABOVE ITEMS to:**

Rodney Gilmore, Ed. D.  
Associate Superintendent for Human Resources  
Hempstead Public Schools  
185 Peninsula Blvd.  
Hempstead, NY 11550

*Rodney Gilmore, Ed. D.*

Associate Superintendent for Human Resources

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