



# PLEASE POST

REGINA ARMSTRONG  
Superintendent of Schools  
ADMINISTRATION OFFICE

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

May 16, 2023

JOB POSTING # 78

## 2023 – 2024 SCHOOL YEAR VACANCIES Department of Bilingual Education & World Languages

POSITIONS: **BILINGUAL & WORLD LANGUAGES LIAISONS**

QUALIFICATIONS: Valid New York state TESOL certification

### KEY RESPONSIBILITIES:

- Serve as a liaison between the school and the Director of Bilingual and World Languages
- Review and examine the identification of ELL students in one-way dual language (K-2), transitional bilingual education (3-6) and English as a New Language (ENL) services (K-6)
- Keep inventory of ELL resources and tools
- Collaborate with building administrators and the Director of Bilingual and World Languages to coordinate NYSESLAT organization and schedule for testing
- Maintain and share accurate data with building administrators (discharges, IEPs, Proficiency Levels, Former ELLs, New enrollment)
- Facilitate monthly parent workshops with all newly enrolled ELL families to share pertinent school and district information

LOCATION: All Elementary Schools

**COMPENSATION:** Service Assignment III: Selected applicants will be required to submit a monthly log to reflect 5-10 hours worked monthly, that identify activities performed beyond the regular workday – Source of funding - Title III

**CLOSING DATE:** May 24, 2023

**APPLICATION PROCEDURE:** Candidates should **hand deliver** or **mail** a letter of interest and resume, **indicating the job posting number**, to the Office of Human Resources.

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