



# PLEASE POST

REGINA ARMSTRONG  
Interim Superintendent of Schools  
ADMINISTRATION OFFICE

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Associate Superintendent for Human Resources  
HUMAN RESOURCES DEPARTMENT

March 21, 2023

JOB POSTING # 21

## 2023-2024 SCHOOL YEAR VACANCY

***This position is subject to Civil Service approval***

POSITION: **ATTENDANCE AIDE**

- JOB DUTIES:
- Assists attendance staff in visiting homes of absent students, to report the child's absence from school and determine the cause of absence
  - The Attendance Aide will submit written documentation of visits to the attendance teacher
  - To meet weekly with attendance teacher and/or administrator to review cases

LOCATION: Hempstead High School

COMPENSATION: Contractual

CLOSING DATE: April 4, 2023

APPLICATION PROCEDURES: Candidates must apply on [www.olasjobs.org/longisland](http://www.olasjobs.org/longisland). Interested, qualified candidates should submit a letter of interest and resume.

*Rodney Gilmore, Ed. D.*

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