



# PLEASE POST

**GARY RUSH**

Superintendent of Schools  
ADMINISTRATION OFFICE

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**RODNEY GILMORE, Ed. D.**

Associate Superintendent for Human Resources  
HUMAN RESOURCES DEPARTMENT

JOB POSTING # 167

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## 2025 - 2026 SCHOOL YEAR VACANCY

### POSITION: **INTERIM DIRECTOR OF SPECIAL PROGRAMS**

**POSITION OVERVIEW:** The Director of Special Programs provides strategic leadership, oversight, and coordination for districtwide initiatives that support safe, inclusive, and engaging school environments. This role oversees School Safety Plans and Security, Superintendent Hearings, Food Service and Nutrition, and leads parent and family engagement initiatives. The Director will also support Charter Schools, My Brother's Keeper, Liberty Partnership, DASA, and EOC-LEAPS. The Director works closely with district and building administrators, staff, families, and community partners to ensure compliance with New York State regulations and to promote student success. The Director of Special Programs will perform all other responsibilities assigned by the Superintendent of Schools.

#### QUALIFICATIONS:

- Valid New York State School District Leader (SDL) or School District Administrator (SDA) certification
- Demonstrated leadership experience in K–12 school settings.
- Knowledge of NYSED regulations related to school safety, food service, and student discipline.
- Strong interpersonal, organizational, and communication skills.
- Ability to work collaboratively with administrators, staff, families, and community partners.

#### KEY RESPONSIBILITIES:

##### School Safety and Security

- Assist with emergency preparedness planning, safety audits, and compliance with NYSED and state mandates.
- Collaborate with Security staff, building administrators, and local law enforcement to ensure safe school environments.
- Oversee the development, implementation, and annual review of District and Building-Level School Safety Plans in accordance with NYSED and state regulatory requirements.
- Coordinate emergency response protocols, drills, threat assessments, and safety team activities.
- Provide training and guidance to administrators and staff regarding safety compliance and best practices.

##### Superintendent Hearings

- Coordinate and manage the Superintendent Hearing process in alignment with NYS Education Law and district policies.
- Ensure proper documentation, timely communication, and procedural integrity for all hearings.
- Support restorative practices, re-entry planning, and alternative placement decisions as applicable.

## Parent Liaison and Family and Community Engagement

- Lead districtwide parent and family engagement initiatives to strengthen school–home partnerships.
- Supervise and support Parent Liaisons and/or Family Engagement Coordinators.
- Develop programs, workshops, and communication strategies that promote meaningful parent involvement and equitable access to district resources.
- Engage families in culturally responsive and inclusive ways.
- Strengthen two-way communication systems through newsletters, town halls, Thought Exchange surveys to gauge community needs, home visits, and community walk-ins.
- Partner with principals to support design and establish school-based outreach systems that promote trust, confidence, and respect between families and the District.
- Expand partnerships with churches, youth centers, nonprofits, athletic programs, civic groups, and workforce development agencies to enhance the District’s community support ecosystem.

## Strategic Advisement to District Leadership

- Provide community intelligence, early-warning indicators, and trend data related to family needs, student engagement, and neighborhood dynamics.
- Support crisis communication, conflict mediation, and coordinated messaging with community stakeholders.
- Establish and maintain a feedback loop between schools, families, and district leadership that elevates family voice and community perspective.

## Food Service

- Support the administration and monitoring of the District Food Service Program, ensuring compliance with Federal and State regulations.
- Work with the Food Service School Lunch Manager to support quality assurance, menu planning, and fiscal oversight.

**EMPLOYMENT PERIOD:** January 20, 2026 - June 30, 2026

**COMPENSATION:** Contractual

**CLOSING DATE:** January 5, 2026

**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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