



PLEASE POST

GARY RUSH

Superintendent of Schools
ADMINISTRATION OFFICE

July 28, 2026

RODNEY GILMORE, Ed. D.

Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

JOB POSTING # 121

2026 - 2027 SCHOOL YEAR VACANCY

POSITION: ADVANCED PLACEMENT (AP) COORDINATOR

The Advanced Placement (AP) Coordinator manages all aspects of AP exam administration, ensuring full compliance with College Board requirements, while working closely with school leadership and faculty to guarantee that the exam process is efficient, well-communicated, and effectively executed.

LOCATION: Hempstead High School

REQUIREMENTS: Valid NY State Certification

RESPONSIBILITIES:

- Primary responsibility for organization and administering the AP programs at the High School.
- Manage the ordering, receipt, distribution, administration and return of AP Exam materials
- Serve as the school's primary liaison with the College Board regarding AP Program policies, updates, and compliance.
- Oversee all facets of AP exam administration, including exam ordering, scheduling, secure storage, test-day logistics, proctor coordination, and adherence to College Board security policies.

JOB GOAL:

Coordinate training for Administrators, Teachers, and Counselors. Collect and disseminate information and data. Facilitate events to recognize AP students and teachers. Manage the budget for these activities.

COMPENSATION: Service Assignment III

CLOSING DATE: August 4, 2026

APPLICATION PROCEDURES: To apply click on this link www.olasjobs.org/hempstead-ufsd

INTERNAL CANDIDATES ONLY

Rodney Gilmore, Ed. D.

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