PLEASE POST

GARY RUSH
Superintendent of Schools
ADMINISTRATION OFFICE

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

November 24, 2026 **JOB POSTING # 184**

2026 - 2027 SCHOOL YEAR VACANCY

POSITION: **PROGRAM FACILICATOR**

EXTENDED SCHOOL DAY (ESD) GRANT

POSITION SUMMARY:

The Hempstead Union Free School District is seeking a dedicated, highly organized Program Facilitator to oversee all aspects of our Extended School Day (ESD) program. Funded by the New York State Education Department (NYSED), this initiative is designed to provide students with extracurricular enrichment activities that increase student achievement and incorporate safety measures to promote a secure, inclusive school climate.

The Program Facilitator will serve as the single point of contact for the grant program and is critical to ensuring that all fiscal and programmatic activities are implemented with fidelity to NYSED grant requirements.

KEY RESPONSIBILITIES:

Program Management & Oversight

- Serve as the primary leader and single point of contact overseeing all aspects of the ESD program.
- Ensure the program actively meets the needs of the target student population while guaranteeing equitable access for historically underserved students.
- Design and implement effective strategies for the recruitment and retention of student program participants to meet the grant's Target Participation Numbers.
- Oversee the coordination and maintenance of all student records, reports, and program data.
- Coordinate the scheduling of subject matter experts from the community to serve as program instructors.

Fiscal Compliance & Reporting

- Ensure all programmatic and fiscal matters regarding grant oversight, planning, implementation, reporting, and monitoring are executed effectively.
- Maintain ongoing, regular communication with district and building-level fiscal staff to ensure appropriate monitoring of all fiscal requirements.

- Oversee and maintain accurate records of all fiscal transactions related to the grant.
- Guarantee the timely submission of all required NYSED documentation, including Mid-Year Reports, Annual Reports, and Student Participation Rosters.

Evaluation & Continuous Improvement

- Maintain ongoing communication and interaction with the program's contracted Independent Evaluator.
- Facilitate regular meetings with the evaluator to review data analysis and share evaluation findings.
- Utilize evaluation findings, school climate surveys, and stakeholder feedback to actively refine, improve, and strengthen program effectiveness over time.
- Promote meaningful, sustained involvement from key stakeholders—including teachers, school administrators, pupil personnel professionals, community members, students, and parents—in the planning, design, and implementation of the program.

QUALIFICATIONS:

- Has 3 or more years' experience with fiscal management and tracking similarly sized grant-funded programs.
- Proven project management skills with the ability to ensure programmatic activities are implemented with strict fidelity to grant requirements.
- Strong leadership background with experience hiring, training, and managing diverse educational staff.
- Expertise in out-of-school time programming, extracurricular enrichment, or school safety initiatives.
- Excellent communication skills to effectively liaise with district fiscal personnel, independent evaluators, community partners, and families.

SALARY: $70,000 - $90,000

CLOSING DATE: December 2, 2026

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

Rodney Gilmore, Ed. D.

RODNEY GILMORE, Ed. D.
Associate Superintendent for Human Resources

We are an Equal Opportunity Employer