



# PLEASE POST

**SUSAN JOHNSON**

Acting Superintendent of Schools  
ADMINISTRATION OFFICE

**RODNEY GILMORE, Ed. D.**

Associate Superintendent for Human Resources  
HUMAN RESOURCES DEPARTMENT

November 22, 2024

JOB POSTING # 154

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## 2024 – 2025 SCHOOL YEAR VACANCY

### Department of Adult and Community Education

**POSITIONS: Adult Education Program Supervisor – Part Time**

#### QUALIFICATIONS:

- New York State Building Supervisor Certification
- Knowledge and experience in managing data-driven Adult Education instruction and services.
- Possess Strong organizational, communication, technology, and interpersonal skills.
- Ability to coordinate ESOL and GED curriculum development & implementation.
- Multilingual candidates encouraged to apply.

#### JOB RESPONSIBILITIES:

- Assists the Director of Adult Education in hiring, evaluating, supervising, and monitoring productivity and staff.
- Assists the Director of Adult Education in providing teacher support by working closely with the program's data, teaching, and support service staff to ensure federal and state guidelines and initiatives are met.
- Demonstrates a strong understanding of culturally and linguistically diverse populations.
- Design and utilize curricula to reflect the diverse educational, cultural, linguistic backgrounds of students served.
- Provide teacher support and professional development via the Long Island RAEN and district wide human resources and digital supports.

**DAYS/TIMES:** Monday - Thursday – 4:00 p.m. – 10:00 p.m., some Fridays or Saturdays required

**COMPENSATION:** Contractual

**CLOSING DATE:** December 15, 2024

**APPLICATION PROCEDURE:** To apply click on this link [www.olasjobs.org/hempstead-ufsd](http://www.olasjobs.org/hempstead-ufsd)

*Rodney Gilmore, Ed. D.*

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