



# PLEASE POST

**SUSAN JOHNSON**

Acting Superintendent of Schools  
ADMINISTRATION OFFICE

**RODNEY GILMORE, Ed. D.**

Associate Superintendent for Human Resources  
HUMAN RESOURCES DEPARTMENT

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**March 20, 2025**

**JOB POSTING # 10**

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## 2024-2025 SCHOOL YEAR VACANCY

**POSITION:           DIRECTOR OF FUNDED PROGRAMS AND  
STATE REPORTING**

Primary function: Provides oversight, compliance, and strategic management of state and federally funded programs and develop appropriate reports for state and federal agencies.

**REPORTS TO:**     Deputy Superintendent of Schools

**LOCATION:**        District

**QUALIFICATIONS:**

- Valid New York State SDL certificate and five years administrative experience
- Extensive experience in grant management, federal and state program administration, and compliance monitoring.
- Proficiency in data analysis, financial management, and reporting systems.
- Familiarity with grant writing and program evaluation techniques.

**RESPONSIBILITIES:**

- Provide guidance and professional development to school leaders and staff regarding the effective use of grant resources.
- Maintain compliance with New York State Education Department (NYSED) reporting requirements, including ESSA, Title Grants, and other regulatory mandates.
- Develop and present reports, summaries, and recommendations to the superintendent, board of education, and other stakeholders.
- Identify new funding opportunities and assist in grant writing and application processes.
- Analyze program effectiveness and recommend improvements to enhance student outcomes.



- Serve as District specialist in grant funding for disadvantaged students; identify areas in which programs and materials are needed; plan for the development of needed programs and materials and organize teams to assist in curriculum development and writing.
- Provide leadership of resource teacher support services to assist sites in implementation of grant funded programs.
- Monitor implementation of the district's grant funded programs and develop appropriate reports for state and federal agencies.
- Serve as District leader in assisting individual schools with program development, innovation, and adaptations to meet site and student's needs.
- Provide leadership in evaluating the quality of grant funded programs and report the results of such evaluation.
- Provide leadership in assessing in-service education needs and in planning and developing in-service education opportunities for teachers, such as special classes, demonstrations, workshops, orientations, and area meetings; provide for in-service opportunities for staff.
- Serve as liaison between the district and community groups.
- Supervise certificated and classified program staff.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

**COMPENSATION:** Contractual

**CLOSING DATE:** March 27, 2025

**APPLICATION PROCEDURES:** 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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Associate Superintendent for Human Resources

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