



# PLEASE POST

**SUSAN JOHNSON**

Acting Superintendent of Schools  
ADMINISTRATION OFFICE

**RODNEY GILMORE, Ed. D.**

Associate Superintendent for Human Resources  
HUMAN RESOURCES DEPARTMENT

May 6, 2025

JOB POSTING # 30

## 2025-2026 SCHOOL YEAR VACANCY Department of Bilingual Education & World Languages

**POSITION: INSTRUCTIONAL SUPPORT AND OPERATIONAL MONITOR**

**LOCATION:** Districtwide (location of position is Marshall School)

### QUALIFICATIONS:

- Valid New York State TESOL Certification and or Bilingual Extension

**KEY RESPONSIBILITIES:** The position focuses on empowering educators with the knowledge and skills to create impactful learning experiences for their English Language Learners (ELLs).

### Focus Areas:

- **Effective Utilization of Approved Tools:**
  - Guide teachers in understanding and leveraging approved instructional tools and resources to enhance Tier I instruction.
  - Facilitate workshops and provide resources to help teachers integrate these tools seamlessly into their lesson plans.
- **Best Practices for Supporting ELLs:**
  - Collaborate with teachers to identify and implement research-based best practices specifically designed to support the unique needs of ELL students.
  - Share and discuss effective strategies for fostering language acquisition, building background knowledge, and promoting academic success.
- **Data-Driven Instruction:**
  - Equip teachers with the skills to analyze data to gain valuable insights into student progress.
  - Support teachers in using data to inform instruction, personalize learning experiences, and identify areas for improvement.

### Coaching Strategies:

- **Classroom Walkthroughs and Feedback:** Conduct regular classroom walkthroughs to provide targeted feedback on teachers' use of approved tools, best practices, and data-driven instruction.



- **Professional Development:** Organize and lead professional development sessions, workshops, and webinars on relevant topics like vocabulary instruction, differentiation in small groups, and culturally responsive teaching.
- **Collaboration and Support:** Foster a collaborative environment through individual coaching sessions, team meetings, and online communities. Offer ongoing support and guidance to teachers as they implement new strategies and resources.

**Communication and Assessment:**

- Maintain regular communication with teachers through email, phone calls, and in-person meetings.
- Conduct surveys and gather feedback to evaluate the effectiveness of the coaching program and ensure it meets teachers' needs.

**COMPENSATION:** **Service Assignment I;** Selected applicants will be required to submit a monthly log to reflect 10-20 hours worked monthly, identifying activities performed beyond the regular workday.

**Source of funding – Title III**

**CLOSING DATE:** May 20, 2025

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

**Internal candidates only**

*Rodney Gilmore Ed. D.*

Associate Superintendent for Human Resources

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