



# PLEASE POST

**SUSAN JOHNSON**

Acting Superintendent of Schools  
ADMINISTRATION OFFICE

**RODNEY GILMORE, Ed. D.**

Associate Superintendent for Human Resources  
HUMAN RESOURCES DEPARTMENT

**May 8, 2025**

**JOB POSTING # 31**

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## 2025 – 2026 SCHOOL YEAR VACANCY

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**POSITION:     TEACHER MENTOR COORDINATOR  
ELEMENTARY/ SECONDARY**

### QUALIFICATIONS:

- Appropriate New York State teacher certification
- Ten (10) plus years' experience and knowledgeable of research-based pedagogy
- Good organizational and record-keeping skills
- Must be rated Effective or Highly Effective on the New York State assessment growth score and/or APPR composite score

### JOB DUTIES:

- Collects and monitors monthly logs from mentors; delivers written notice to mentors, mentees, and Associate Superintendent for Human Resources if Mentor Program requirements are not being fulfilled.
- Collaborates with Assistant Superintendent for Curriculum and Instruction to plan and suggest professional development sessions to the Mentor Program Committee.
- Keeps a weekly log describing hours and activities performed as Teacher Mentor Coordinator.
- Serve as co-chair of the mentor teacher program.



**LOCATION:** Districtwide  
**COMPENSATION:** Service Assignment I  
**CLOSING DATE:** May 22, 2025

**APPLICATION PROCEDURES:**

Interested qualified persons should submit a COMPLETE APPLICATION PACKET:

- a letter of interest, resume, and copies of appropriate New York State Certifications.
- Completed mentor application form.
- Letter of recommendation from both a current colleague and supervisor who have knowledge of your teaching skills and ability to work with others.

**YOU MUST SUBMIT A COMPLETE APPLICATION PACKET TO:**

Rodney Gilmore, Ed. D.  
Associate Superintendent for Human Resources  
Hempstead Public Schools  
185 Peninsula Blvd.  
Hempstead, NY 11550

*Rodney Gilmore, Ed. D.*  
Associate Superintendent for Human Resources

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