



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 # 29

2025 – 2026 SCHOOL YEAR VACANCIES Department of Bilingual Education & World Languages

POSITIONS: ELEMENTARY DEPARTMENT LIAISONS

QUALIFICATIONS: Valid New York state TESOL certification

KEY RESPONSIBILITIES:

NYSESLAT Testing: In collaboration with building administrators and the Director of Bilingual and World Languages, coordinate the organization and scheduling of NYSESLAT testing for all designated students:

- Develop a testing calendar and schedule.
- Communicate testing dates and procedures to staff.
- Coordinate logistics, such as testing rooms, materials, and proctors.
- Address any questions or concerns from school personnel.

Data Management and Sharing: Maintain accurate data related to English Language Learners (ELLs) and share this data with building administrators on a regular basis:

- Track student discharges from ELL services
- Ensure all ELLs are accurately assigned to program models.
- Ensure all ELLs are provided with required ENL minutes based on proficiency levels.
- Maintain records of former ELLs and new enrollments.

Teacher Support and Communication:

- Collaborate with teachers to share resources and department updates.
- Share updates during building staff meetings
 - Distribute instructional materials and resources.
 - Share information about department initiatives and programs.
 - Answer teacher questions and concerns.

LOCATION: All Elementary Schools



COMPENSATION: Service Assignment III: Selected applicants will be required to submit a monthly log to reflect 5-10 hours worked monthly, that identify 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

Internal candidates only

Rodney Gilmore, Ed. D.

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