DATE: June 9, 2017

Replies must be received in the Office of Human Resources by 4PM on **Friday, June 23, 2017.**

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore

 Assistant Superintendent for Human Resources

RE: ANTICIPATED VACANCY – **Athletic Director**

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| POSTING NAME:**AD-REPOST** | **Athletic Director** |
| **QUALIFICATIONS:** | 1. Teaching Certification in Physical Education
2. SDL/SDA New York State Certification.
3. Extensive successful teaching and administrative experience in Pre-K – Grade 12.
 |
| **JOB GOAL:** | The Athletic Director serves as a coordinator among the various sports to facilitate programs that afford youngsters worthwhile learning experiences.  |

A complete job description may be found on the District’s website at [www.newburghschools.org](http://www.newburghschools.org) under the ‘EMPLOYMENT’ tab.

**Internal candidates:** please respond in writing (posting name must be included) ***AND*** include current resume with letter of interest (letter of interest can be obtained on the Newburgh School Website) on or before closing date to: Michael McLymore, Assistant Superintendent for Human Resources,

124 Grand Street, Newburgh NY 12550. OR FAX TO: 845-563-3468

***\*PLEASE DO NOT EMAIL Mr. MCLYMORE DIRECTLY\****

**External candidates:** applicants must respond via the OLAS Web Site **(**[**www.olasjobs.org**](http://www.olasjobs.org)**)** before closing date. If you do not have access to a computer, or need assistance in the application process, please notify the Office of Human Resources.

MM: cpm