


**DATE:** October 2, 2017

**MEMO:** TO ALL SCHOOLS-PLEASE POST

**FROM:** Michael McLymore   
Assistant Superintendent for Human Resources

**RE:** Internal Posting – Afterschool Program

Responses must be received in the Office of Human Resources by no later than 4PM on Friday, October 13, 2017

## Vails Gate STEAM Academy

Program is contingent upon funding and enrollment

Posting Name	Position(s)	Amount
VGT-STEAM-CS	1-Clerical 1-School Monitor	As per the hourly rate

**START DATE:** October 24, 2017(TUESDAY through THURSDAY) 3:15PM-5:15PM

**END DATE:** June 2018

Vails Gate Staff will be given preference

**Employment contingent upon funding and student enrollment.**

**Internal Applicants:** May apply online at [www.newburghschools.org](http://www.newburghschools.org) under the District tab “Employment in the District” next to the posting “APPLY HERE.”

Or use this link <https://www.surveymonkey.com/r/R9BGN7D>

**Or submit a letter of interest to:** Michael McLymore, Assistant Superintendent for Human Resources, 124 Grand Street, Newburgh, NY 12550

Please use the ‘Letter of Interest’ template found on the district’s web-site.

Or FAX to: 845-563-3468. It is not necessary to do all 3 options, please pick 1.

**PLEASE DO NOT E-MAIL Mr. McLymore directly.**

PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

cpm