DATE: July 24, 2017

Replies must be received in the Office of Human Resources **by 4PM on August 4, 2017**

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore

 Assistant Superintendent for Human Resources

RE: Anticipated Vacancies

At the present time the District has the following anticipated vacancies:

|  |  |  |  |
| --- | --- | --- | --- |
| **Posting Name** | **Quantity** | **Location** | **Position** |
| PTFdSrvHlpr72417 | 11 | District | Part time food service helpers for District |
| SUBFdSrvHlpr72417 |  | District | Substitute food service helpers for District |

**Internal Applicants:** submit a letter of interest to:

Michael McLymore, Assistant Superintendent for Human Resources

124 Grand Street, Newburgh, NY 12550

**External Applicants**: must have a completed application on file **and** submit a letter of interest to:

Office of Human Resources

124 Grand St., Newburgh, NY 12550

 Or **FAX** to: 845-563-3468

**PLEASE DO NOT E-MAIL directly to Mr. McLymore**. Please use the **‘Letter of Interest’** template found on the district’s web-site under the HR Dept. (www.newburghschools.org)

**PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MM:bw

Your Logo Here or delete this text