


TO: All Buildings-PLEASE POST

FROM: Michael McLymore 
Assistant Superintendent for Human Resources

DATE: September 8, 2017

RE: Anticipated Vacancy - **Supervisor of Registration and Student Hearings**

Responses must be received in the Office of Human Resources by 4PM on September 14, 2017. (not holding to ten days)

POSTING NAME: SupvReg

QUALIFICATIONS:	<ul style="list-style-type: none"> • New York State School District Administrator Certification (SDA) or School District Leader Certification (SDL) required. • Master's Degree required. • Experience with the registration of students in public school setting required • Working knowledge of the District's Code of Conduct and New York State Education Law 3214, IDEA, FERPA preferred
JOB GOAL:	<p>This position will provide leadership in planning, developing and coordinating effective protocols and procedures in the expedited registration and placement of student.</p> <p>This position will also serve as the District Hearing Officer for student suspension cases and as such will comply with all State and Federal regulations governing this process and ensure compliance with such regulations.</p>

For a complete job description, please go online at www.newburghschools.org under the 'District' 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 District's 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) include posting name, on or before closing date. If you do not have access to a computer, or need assistance in the application or interview process, please notify the Office of Human Resources.

MM: tc