



Dr. J. Manning Campbell

Superintendent of Schools

Ms. Onyx Peterson
Ms. Elisa Correa-Soto
Dr. Shannon O'Grady
Mr. Christopher Bayer
Ms. Mary Ellen Leimer
TBD
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

Deputy Superintendent
Asst. Superintendent, Curriculum & Instruction
Asst. Superintendent, Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Interim Superintendent, Human Resources
Asst. Superintendent, Chief Information and Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

December 3, 2024

This posting will close at 4 PM on Monday, December 16, 2024

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Mary Ellen Leimer
Interim Superintendent, Human Resources

RE: Vacancies- ANTICIPATED INTERNAL POSTING

2024-2025 School Year-21st Century After-School Academy at HMS-Clerical

CLERICAL:

All programs are run on Tue, Wed, & Thurs, for one (1) hour immediately after regular dismissal hours when school is in session.

Bilingual preferred. Experience with EZ Reports software preferred. Preference may be given to building staff and/or previous 21st Century staff members.

Anticipated Program Dates:
December 2024 –2025

Program Time: 2:15 PM - 3:15 PM

ANTICIPATED INTERVIEW DATE: December 2024 (2:45 PM-4:00 PM or earlier)
ANTICIPATED ORIENTATION DATE: December 2024 (5:00 PM-7:00 PM or earlier)

Postings for: Heritage Middle School

POSTING NAME	# POSITIONS	LOCATION
21st-CLER-HMS	1 - Clerical	HMS
21 st -CLER-SUBS-HMS	1-Sub Clerical	HMS

REMUNERATION: As per the hourly rate according to the CSEA Collective Bargaining Agreement.

NOT TO EXCEED: 94 HRS PER CLERICAL