


DATE: June 11, 2024
MEMO: TO ALL BUILDINGS-PLEASE POST
FROM: Michael McLymore 
Assistant Superintendent for Human Resources
RE: Anticipated Vacancies - **Adult Education**

This posting will end at 4:00 PM
Thursday, June 20, 2024

***Applicants MUST hold NYS Certification in the area they are applying**

EMPLOYMENT PREPARATION EDUCATION PROGRAM

Posting Name: EPE-2024-2025

(All applicants must be NYS certified and/or certified in Adult Education or ESL/ENL or hold a four (4) year degree with Adult Education Certification or application).

This position is for 5 days per week, 3 to 4 hours per session. Not to exceed 20 hours per week.

Must be available July 1, 2024 until June 30, 2025

Will need teachers in the following areas:

1. **Adult Basic Education – 1 POSITION**
2. **English as a Second Language (ESL/ENL teacher) – 1 POSITION**
3. **HSE/GED – 1 POSITION**

These positions are contingent on New York State Employment Preparation Program Grant Funding

- **Internal applicants must** submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR FAX to: 563-3468**

Please use the 'Letter of Interest' template found on the district's web-site (www.newburghschools.org) under the District tab "Employment in the District"

- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Mr. McLymore

MM: tc