

July 26, 2024

This posting will close at 4:00 PM  
on Sunday, August 4, 2024

**TO:** ALL BUILDINGS – PLEASE POST  
**FROM:** Michael McLymore *MM*  
Assistant Superintendent for Human Resources  
**RE:** Anticipated Vacancy- Assistant Superintendent Human Resources

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

**POSTING NAME:** ASUP-HR

**TITLE:** Assistant Superintendent of Human Resources

<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• NYS School District Administrator certification/School District Leader certification.</li> <li>• Masters degree, Doctoral candidate highly desirable.</li> <li>• Five to seven years’ experience in an urban school district at Central Office level, preferably in Human Resources and building level experience.</li> </ul>
<b>JOB GOAL:</b>	<ul style="list-style-type: none"> <li>• To serve as the chief human resource officer and representative of the Superintendent’s cabinet for matters in which activities and interests of personnel are involved; has primary responsibility for the planning, directing, and supervision of all functions pertaining to the human resources division.</li> </ul>

A complete job description can be found on the District’s website at [www.newburghschools.org](http://www.newburghschools.org) under the ‘DISTRICT’ tab/Employment with the District.

**Funding Source:** General Fund

- **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**
- **External applicants must** respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

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

MM:sb