July 26, 2024

TO:                        ALL BUILDINGS – PLEASE POST

FROM:                      Michael McLymore
                          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

<table>
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<tr>
<th>QUALIFICATIONS:</th>
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<td>NYS School District Administrator certification/School District Leader certification.</td>
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<td>Masters degree, Doctoral candidate highly desirable.</td>
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<td>Five to seven years' experience in an urban school district at Central Office level, preferably in Human Resources and building level experience.</td>
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JOB GOAL:

| JOB GOAL:                           | 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. |

A complete job description can be found on the District's website at 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.olajobs.org) on or before the above closing date.

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

  MM:sb