

July 26, 2024

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

TO: ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore 
Assistant Superintendent for Human Resources

RE: Anticipated Vacancy- Interim Assistant Superintendent Human Resources

Anticipated Dates: September 2024 – February 2025

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

POSTING NAME: ASUP-HR

TITLE: Interim Assistant Superintendent of Human Resources

QUALIFICATIONS:	<ul style="list-style-type: none">• NYS School District Administrator certification/School District Leader certification.• Masters degree, Doctoral candidate highly desirable.• Five to seven years' experience in an urban school district at Central Office level, preferably in Human Resources and building level experience.
JOB GOAL:	<ul style="list-style-type: none">• 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.olasjobs.org) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Mr. McLymore

MM:sb