

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. Lisa Buon

Acting Superintendent of Schools

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

Deputy Superintendent  
Interim Associate Superintendent of Schools  
Asst. Superintendent, Secondary Curriculum & Instruction  
Asst. Superintendent, Elementary Curriculum & Instruction  
Asst. Superintendent, Exceptional Learners  
Asst. Superintendent, Chief Information & Data Officer  
Asst. Superintendent, Finance/Chief Financial Officer  
Asst. Superintendent, Chief Equity Officer

May 29, 2025

This posting will end at 4:00PM on  
Wednesday, June 11, 2025

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Mary Ellen Leimer  
Interim Associate Superintendent of Schools

RE: Anticipated Vacancy: Assistant Transportation Coordinator

**POSTING NUMBER: ATRC-001**

**\*\* Assistant Transportation Coordinator position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

**GOAL/PURPOSE:** To assist the Transportation Coordinator in maintaining the district's transportation program, ensuring safe, reliable bus service to include public, private, charter and special needs transportation for all students, field trip transportation, athletics and all extra-curricular transportation as needed under the direction of the Transportation Coordinator.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Excellent written and oral communication skills. Good knowledge of office methods and procedures. Computer proficiency which shall include Microsoft Word, Excel, and routing software (currently Transfinder). Good knowledge of NYS Dept. of Transportation rules and regulations, as well as NYS Dept. of Education Pupil Transportation rules and regulations. Advance knowledge of computerized routing and scheduling software systems (i.e. Transfinder). Ability to interpret and analyze bus routing information and schedules. Ability to read and interpret contracts and bid specifications. Good knowledge of the district's geographic and street locations. Thorough knowledge of standard bus transportation methods; good knowledge of driving safety practices; ability to plan and supervise the work of others; ability to prepare/review records and reports; must be able to collaborate with stakeholders across the organization.

**MINIMUM QUALIFICATIONS TO APPLY FOR EXAM: Either:**

- A. Bachelor's Degree and one year of experience working with a school district, or public or private transportation program.
- B. Associate's Degree and two years of experience working with a school district, or public or private transportation program.
- C. High School or equivalency diploma and four years of experience working with a school district, or public or private transportation program.

**SPECIAL REQUIREMENT:**

Candidates must be certified to train drivers under Article 19A of the Vehicle and Traffic Law or be SDBI credentialed upon or within 6 months of appointment.

A complete job description is on the District's website [www.newburghschools.org](http://www.newburghschools.org) under the 'DISTRICT' tab/Employment with the District.

- **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 & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

**Please do not email Ms. Leimer directly.**

MEL: tc