



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

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

DATE: September 19, 2024  
MEMO: TO ALL SCHOOLS-PLEASE POST  
FROM: Mary Ellen Leimer  
Interim Assistant Superintendent for Human Resources  
RE: Internal Posting – Balmville – Attendance Team - CSEA

This posting will close at 4 PM on Wednesday, October 2, 2024

**Balmville– Attendance Team**

The Attendance Team will gather and analyze trends and patterns in Balmville student attendance data and support teachers with Tier 2 and Tier 3 of the attendance plan. The team will meet bimonthly to evaluate if the implementation of the plan is moving Balmville toward a 95% attendance rate.

**Anticipated Program Days/Hours: October 8, 2024 – June 17, 2025 (8:00 AM – 9:00 AM)**

**Work is to be performed outside of school hours**

POSTING NAME	PROGRAM	# POSITIONS	MISCELLANEOUS
BAL-ATT	Balmville – Attendance Team	1-Clerical	Balmville Staff ONLY

**Requirements: Balmville Staff ONLY**

**Funding Source: SIG Basic Funds**

**REMUNERATION: As per the hourly rate according to the CSEA Collective Bargaining Agreement.**

**NOT TO EXCEED: 15 hours total per CSEA member**

**Internal candidates** must respond online through the District’s website, under the “DISTRICT” tab, under “Employment with the District” Click on ‘APPLY’ alongside of the posting.

Paper applications will not be accepted. **PLEASE DO NOT E-MAIL Ms. Leimer directly**

MEL: sb