

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

DATE: May 2, 2025

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Mary Ellen Leimer
Interim Associate Superintendent of Schools

RE: Anticipated Vacancy – **Coordinator of Parent Involvement 25-26 School Year**

This posting will close at 4 PM on
Friday, May 16, 2025

**This position is Provisional and Contingent upon results of the Civil Service Exam when issued.*

POSTING NAME: COR-PI

Title: **Coordinator of Parent Involvement**

MINIMUM QUALIFICATIONS: Either:

- A. Bachelor's degree AND two years' experience working with families and/or community groups in a government, business, educational or non-profit organizational setting; OR;
B. Associate's degree AND four years' experience as described above.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for increasing parental involvement in their children's education in the Newburgh Enlarged City School District (NECSD) in order to enhance the student's educational success. The position also involves providing technical assistance to school principals, parent and teacher groups regarding educational activities and representing the school district at a variety of planning related organizations and boards. Work is performed under the general direction of the Associate Superintendent. Work is performed in a variety of settings: school buildings, community, parent/teacher meeting sites. Does related work as required.

A complete job description can be found on the District's website at www.newburghschools.org under the 'DISTRICT' tab/Employment with the District.

- **Internal applicants** please respond in writing (posting name must be included) **AND** include current resume with letter of interest on or before closing date to:
Office of Human Resources, 124 Grand St., Newburgh, NY 12550.
OR FAX TO: 845-563-3468
- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

MEL:tc