

# 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: Vacancy(s) - Custodian 25-26 SY

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

At the present time the District has the following anticipated vacancy for the 25-26 SY:

Posting Name	Location	Position
CUST-002	Newburgh Free Library 3:00 PM – 11:00 PM	Transfers or *Provisional

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

#### **GENERAL STATEMENT OF DUTIES:**

Performs routine building cleaning and semi-skilled maintenance tasks; does related work as required.

#### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Good knowledge of building and cleaning practices, supplies and equipment, and ability to use them economically and efficiently; some knowledge of the operation and maintenance of steam boiler equipment; ability to make semi-skilled plumbing, electrical, carpentry and mechanical repairs; ability to understand and follow simple oral and written directions; willingness to perform janitorial tasks; thoroughness; dependability; good physical condition.

#### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Completion of the ninth grade and one year of building cleaning or maintenance experience or any equivalent combination of training and experience.

- **Internal Applicants/Transfers:** Please submit a letter of interest to the Office of Human Resources, 124 Grand Street, Newburgh, NY, or FAX to 845-563-3468

Please use the 'Letter of Interest' template found on the district's web-site ([www.newburghschools.org](http://www.newburghschools.org)) under the DISTRICT TAB/Employment with the District.

- **External applicants** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

**PLEASE DO NOT E-MAIL directly to Mr. McLymore. PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MM:tc