



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

April 3, 2025

This posting will close at 4 PM on  
 Monday, April 21, 2025

TO: ALL BUILDINGS – PLEASE POST

FROM: Mary Ellen Leimer   
 Interim Associate Superintendent of Schools

RE: INTERNAL POSTING-Extended School Year – ESY 2025 – CSEA- Clerical

At the present time the District has the following vacancies for CSEA Staff:

PROGRAM	Location	Positions	Dates & TIME	# of Weeks & DAYS
Summer Up (K-2) 12 MO. Exceptional Learners (K-2)	Horizons	(2) Clerical (1 for <i>each</i> location)	7/7/25-8/15/25 8:00AM-12:30PM	6 week program 5 days/week M-F
Summer Up (3-5) 12 MO. Exceptional Learners (3-5)	Vails Gate			
21 <sup>ST</sup> Century LEGO Robotics	Vails Gate School	1-Clerical (Experience with EZ Reports Software preferred)	7/7/25 – 7/24/25 8:00 AM – 12:30 PM	3 week program 4 days/week Mon-Thurs
Middle School 12 MO. Exceptional Learners	NFA North Campus	(1) Clerical	7/7/25 – 8/15/25 9:00AM – 1:30PM	4 week program 5 days/week M-F
NEWCOMER ELL ACADEMY				6 week program 5 days/week M-F
HS Course Recovery 12 MO. Exceptional Learners	NFA North Campus	(1) Clerical	7/7/25 – 8/15/25 9:00AM – 1:30PM	4 week program 5 days/week M-F
				6 week program 5 days/week M-F
<b>Application Process</b>	Click on “ESYP Employment Opportunities” apply next to the corresponding Posting. Paper applications will not be accepted.			
<b>Rate of pay</b>	As per the CSEA contractual rates stated in the Collective Bargaining Agreement			
<b>Orientation</b>	Monday, June 30, 2025 for 1 Hour. Time: TBD			

Preference will be given to CSEA 10 month employees. \*Clerical responsibilities will include payroll timesheet processing and working with Infinite Campus.

MEL:sb