

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: April 3, 2025

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

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Mary Ellen Leimer 
 Interim Associate Superintendent of Schools

RE: Anticipated Vacancy (ies) -ESYP Regents Prep- Extra Earnings
 Position- Typists or Sr. School Office Managers

Anticipated Program Dates: July 15, 2025 – August 20, 2025

At the present time the District has the following anticipated internal vacancy:

POSTING NAME	# OF POSITIONS	INFORMATION
REG-EX EARN	1 – Typist or Sr. School Office Manager	Not to exceed 25 hours total. Must have prior experience with Regents preparation. Work is to be performed after the contractual work day.

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

Not to Exceed: 25 hours total

Funding Source: General Fund

- **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.

MEL:sb