


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 BUILDINGS - PLEASE POST  
FROM: Mary Ellen Leimer   
Interim Assistant Superintendent for Human Resources  
RE: Anticipated Vacancies - Adult Education

This posting will end at 4:00 PM  
Saturday, September 28, 2024  
\*Re-post\*

**\*Applicants MUST hold NYS Certification in the area they are applying**

**EMPLOYMENT PREPARATION EDUCATION PROGRAM**

Posting Name: EPE-2024-2025

(All applicants must be NYS certified and/or certified in Adult Education or ESL/ENL or hold a four (4) year degree with Adult Education Certification or application).

This position is for 5 days per week, 3 to 4 hours per session. Not to exceed 20 hours per week.

Must be available until June 30, 2025.

Will need teachers in the following areas:

1. Adult Basic Education – 1 POSITION
2. English as a Second Language (ESL/ENL teacher) – 1 POSITION
3. HSE/GED – 1 POSITION

These positions are contingent on New York State Employment Preparation Program Grant Funding

- **Internal applicants must** submit a current resume and letter of interest to:  
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR FAX to: 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 in the District"

- **External applicants & Certified Newburgh Substitute teachers** 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 Ms. Leimer.**

MEL:tc