

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 30, 2025

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Mary Ellen Leimer
Interim Associate Superintendent of Schools

RE: Anticipated Vacancy – **Executive Director Curriculum & Instruction 3 - 8**

TITLE: Executive Director Curriculum & Instruction 3 - 8

This posting will close at 4:00PM on
Wednesday, June 4, 2025

Not holding to the 10 days

Anticipated Start Date: July 1, 2025

Qualifications:

- 1) New York State School District Administrator or School District Leader Certification.
- 2) Master's Degree required. Doctoral Degree preferred.
- 3) Minimum five years successful teaching experience.
- 4) Knowledge of research on effective instruction, curricula adoption, student assessments, and professional learning.
- 5) A clear track record of improving academic outcomes for students and eliminating disparities in achievement.

Job Descriptions:

- Support and monitor the impact of multi-tiered system of supports for students
- Oversees Section 504 process, AIS, RTI, MTSS
- Horizontal and vertical curriculum alignment 3 – 8
- 3-8 Building Leadership Teams
 - Curriculum and Instruction Needs
 - Daily Operational Needs
- Data Analysis
- 3-8 Local and State Assessments
- 3-8 Program Design
- Budget Preparation and Oversight

-
- **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**
 - **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site
(**www.olasjobs.org**) on or before the above closing date.
PLEASE DO NOT E-MAIL directly to Mary Ellen Leimer

MEL:rlg