

# 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

May 30, 2025

This posting will close at 4:00 PM on  
Wednesday, June 4, 2025  
**\*Not holding to 10 days\***

**TO:** ALL BUILDINGS – PLEASE POST

**FROM:** Mary Ellen Leimer  
Interim Associate Superintendent of Schools

**RE:** Anticipated Vacancy- Executive Director of Exceptional Learners 3-8  
Anticipated start date – July 1, 2025

At the present time the District has the following anticipated vacancies:

**POSTING NAME:** EDEL-3-8

**TITLE:** Executive Director of Exceptional Learners 3-8

<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• New York State School District Administrator or School District Leader Certification.</li><li>• Master's Degree required. Doctoral Degree preferred.</li><li>• Minimum five years successful teaching experience.</li><li>• Knowledge of research on effective instruction, curricula adoption, student assessments, and professional learning.</li><li>• A clear track record of improving academic outcomes for students and eliminating disparities in achievement</li></ul>
<b>INFORMATION:</b>	<ul style="list-style-type: none"><li>• Supervises the School Social Workers, School Psychologists and School Nurses</li><li>• Supervise, evaluate and lead the Exceptional Learners Division</li><li>• Facilitate development of processes, protocols and procedures of the division</li><li>• Provide guidance on all matters concerning the division</li><li>• Ensure regulatory compliance is met</li><li>• Assist with design, creation, revision and implementation of student programs</li><li>• Exceptional Learners budget development</li><li>• Supervise and evaluate PPS and Exceptional Learners staff</li><li>• Develop plans and initiatives that align to district vision and the Superintendent's work plan and goals</li><li>• Facilitate the creation of divisional improvement plans, division initiatives that are aligned to the district plans and regulations</li><li>• Develop protocols, processes and procedures to ensure regulatory compliance for Section 504, Special Education, and Health Services</li><li>• Provide training and support for Section 504 and CPSE/CSE chairpersons</li></ul>

**Funding Source:** General Fund

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

**Please do not email Ms. Leimer directly.**

MEL:tc